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St. Andrews Presbyterian College

## ST. ANDREWS CALENDAR — 1980-81

### FALL TERM

September	2-5	Tuesday-Friday, Faculty Preparation Week
September	6-8	Saturday-Monday, New Student Orientation
September	9	Tuesday, Fall Term Registration
September	10	Wednesday, (8:30 a.m.), Classes Begin
September	17	Wednesday, (5:00 p.m.), Last day to add a course for Fall Term
September	17	Wednesday, (5:00 p.m.), Last day to drop a course without a grade of "W"
October	8	Wednesday, (5:00 p.m.), Spring Term & Summer Term grades of "I" become "F" if not removed
October	9	Thursday, Registration for off-campus Winter Term courses
October	10	Friday, (5:20 p.m.), Fall recess begins
October	14	Tuesday, (8:30 a.m.), Fall recess ends
October	21	Tuesday, Advanced Registration for Winter Term courses
October	23	Thursday, (5:00 p.m.), Mid-Term grades due
November	5	Wednesday, (8:30 a.m.), First day to change grading option for a course
November	19	Wednesday, (5:00 p.m.), Last day to drop a course & Last day to change to pass-fail grading option
November	25	Tuesday, (5:20 p.m.), Thanksgiving Recess begins
December	1	Monday, (8:30 a.m.), Thanksgiving Recess ends
December	3	Wednesday, Advanced Registration for Spring
December	8	Monday, (5:20 p.m.), Last class day of Fall Term
December	9,10,11,12,13	Tuesday, Wednesday, Thursday, Friday, Saturday, Fall Term final examinations
December	13	Saturday, (5:00 p.m.), Fall Term ends
December	13	Saturday, (5:00 p.m.), Residence Halls close
December	15	Monday, (12:00 Noon), Fall Term grades due

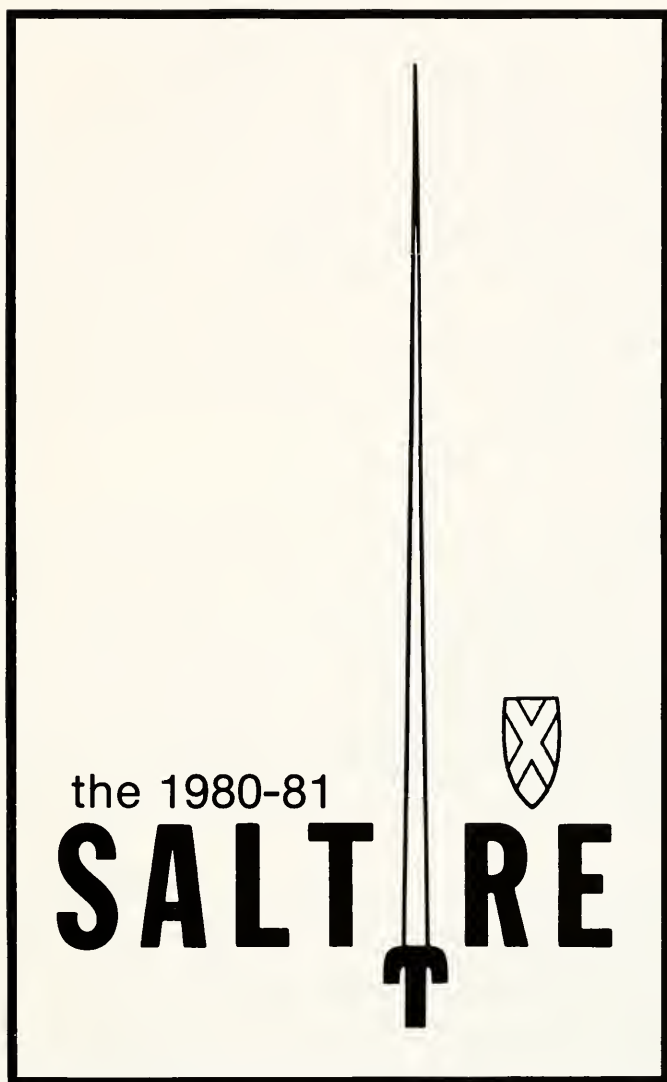
### WINTER TERM

January	7	Wednesday, (8:30 a.m.), Winter Term begins
January	8	Thursday, (5:00 p.m.), Last day to add a course for Winter Term
January	30	Friday, (5:00 p.m.), Winter Term ends
February	6	Friday, (5:00 p.m.), Fall Term grades of "I" becomes "F" if not removed
February	6	Friday, (4:00 p.m.), Winter Term grades due

### SPRING TERM

February	9	Monday, Orientation of New Students
February	9	Monday, Spring Term Registration & Faculty Workshops
February	10	Tuesday, (8:30 a.m.), Classes begin
February	17	Tuesday, (5:00 p.m.), Last day to drop a course

(Continued on Inside Back Cover)



Student Life Office  
St. Andrews Presbyterian College  
Laurinburg, North Carolina

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## **Philosophy of Student Life**

St. Andrews Presbyterian College knows that education concerns itself with the total life experience of students and seeks the full development of its students through all aspects of the college program. As a church-related residential college, St. Andrews affirms that each individual person has a distinct contribution to make, and persons in the college community are encouraged to share of themselves, their talent, and learning with others. St. Andrews provides its students with a number of resource persons in qualified faculty and staff with a variety of skills. Their primary function is to facilitate such learning and personal growth.

St. Andrews is a small college and is a caring community that concerns itself with the individual. We deeply believe that the most complete development of a society can best be approached as each member achieves his/her potential. Further, we know that often each of us moves from personal plateau to personal plateau as gifts are developed and increased. St. Andrews seeks to help students identify and express their desires for individual understanding and growth, for developing sound judgments and attitudes, for understanding basic human problems, and for relating these needs to the ever changing complexities of the world and of life.

The college community is a community of learners, striving to develop in its students the ability to think for themselves, to recognize truth, and to embrace it intelligently. This concept commits all persons to the enhancement of the entire community through a responsibility for growth in our self awareness, our variant responsibilities, and our environment. These responsibilities require personal integrity, honesty, and caring consistent with both the honor code and with each person's relationship with society beyond the campus boundaries. Our belief is that individuals learn from every activity pursued and that all persons must seek to increase their abilities as equals within their physical and human environments.

## Alma Mater:

### HAIL, ST. ANDREWS

Hail to thee, our Alma Mater!  
Bold thy banner waving o'er us!  
Let each loyal son and daughter  
Proudly stand and raise the chorus:  
From Old Scotia's lofty lands  
To Carolina's gentle plain

Now thy noble name St. Andrews,  
Ever glorious shall remain!

Hail, all hail to thee, St. Andrews!  
May thy courage be unbending  
Guided by His mighty hand, whose,  
Loving mercy knows no ending.  
With thy saltire raised before us  
Cross of white and field of blue  
We proclaim thy faith victorious  
And thy vision ever true!

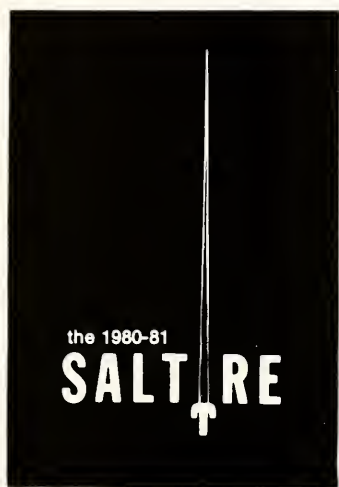
St. Andrews is an affirmative action institution. As such, it does not discriminate on the basis of race, sex, creed, national origin, or physical handicap in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other college-administered programs.

### THE ULTIMATE AUTHORITY

From the By-Laws of the Board of Trustees (Article VI, Section 1): "Except as otherwise provided herein or in the Charter of the College, these By-Laws shall control and govern in every instance whenever a conflict arises between these By-Laws and any other document."

### A WORD OF CAUTION

All students should keep informed of policy decisions made throughout the College year by the Educational Policy Committee and the Student Life Committee. These decisions, when approved by the faculty and the president of the College, may alter, qualify or replace the regulations as stated in **The Saltire**.



# College Information

# College Information

## Administrative Council:

President of the College ..... A. P. Perkinson, Jr.  
Dean of the College ..... Ronald C. Crossley  
Vice President for Business Affairs ..... Parker Umstead  
Vice President for Development ..... Barrett Carson  
Dean of Students ..... Robert B. Claytor  
Director of Admissions ..... To Be Announced

## Student Life Services:

Dean of Students ..... Robert B. Claytor  
Assistant Dean of Students ..... Jerry Surface  
Director of Life Planning and Placement  
Services ..... Penny Myers  
Director of Career and Personal Counseling  
Center ..... Alfred E. Thomas  
Director of Rehabilitation and Health Services .... Rodger W. Decker  
Associate Director of Student Health  
Services ..... Cynthia Jackson, R.N.  
College Pastor Intern ..... Joan Starnes  
Director of Pate Hall Conference Center ..... Katherine Mintz

## RESIDENCE HALL STAFF:

		Telephones
Albemarle.....	Carol Carpenter	232 or 276-4640
Concord.....	Sarah Peterson	242 or 276-5031
Granville.....	Neal Bushoven	252 or 276-5615
Highlands.....	Ed Crews	387 or 276-8916
Mecklenburg.....	David McCall	272 or 276-5728
Orange.....	John Green	282 or 276-5896
Wilmington.....	Lisa Bailey	322 or 276-6340
Winston-Salem.....	Margaret Brown	332 or 276-6461

## STUDENT LIFE SERVICES

The Student Life Services are directed by the Student Life staff, whose offices are located in the William Henry Belk College Center. Included are the Dean of Students, the Assistant Dean of Students, the Director of Career Development and Placement Services, the College Pastor, and a branch office for the Career and Personal Counseling Center. Also a part of Student Life Services are the Rehabilitation Program and the Health Center, both located in the Burris Rehabilitation Center. These services are under the direction of the Dean of Students and are described in more detail on the following pages.

## RESIDENTIAL LIFE OFFICE

As a residential liberal arts college, St. Andrews makes efforts to promote effective student learning and development beyond the traditional academic experience and into the everyday living environment. The Assistant Dean of Students of the Student Life Services Division, Belk College Center, administers the residence hall facilities and programs. Live-in hall staff are conceived as residence educators who advise residents and hall councils, assist with individual problem solving, refer student needs to appropriate campus services, coordinate programs in the halls of a cultural, social, academic, judicial or recreational nature, and associate with the residence hall community in maintaining physical facilities, an environment for study, and visitation hours.

## STUDENT ACTIVITIES

Student activities are an integral part of St. Andrews. The Assistant Dean of Students is responsible not only for the planning of events, but serves as the central resource for the registration of such campus events. The Assistant Dean provides a monthly calendar of events to the community, in addition to serving as advisor to a number of student groups, including the College Union Board. The Student Activities Office is located in the Student Life Office, Belk College Center.

## CAMPUS MINISTRY PROGRAM

The basic intent of the campus ministry program is to provide the context and encouragement for the spiritual growth of the St. Andrews community and the individuals therein. The College Pastor, in conjunction with the College Christian Council, has primary responsibility for this facet of campus life.

Specific campus ministry activities include weekly worship as well as, on special occasions, retreats for reflection and recreation, opportunities for service to the Scotland County community, symposia to deal with student concerns as well as national and international issues, and personal counsel.

The office of the College Pastor is located in the Student Life area of the Belk College Center. Office hours are 8:30 a.m. to 5 p.m., Monday through Friday.

## FINANCIAL AID SERVICES

The Financial Aid Office offers a comprehensive program designed to provide students with assistance in financial planning, to disseminate scholarship and grant information, to assign part-time college student workshops, and to assist students in securing educational loans.

Students must reapply each academic year before May 1. Awards are made by the Director of Financial Aid and appeals made through the Financial Aid Committee.

Students on academic probation are also on financial aid probation for the same semester. If still on academic probation the following semester students are ineligible for aid for that semester.

If students drop below full-time at anytime during a semester, they become ineligible for certain aid programs. A conference with the director **before** dropping a course is advisable.

## LIFE PLANNING AND PLACEMENT SERVICES

St. Andrews provides an opportunity for all students to develop a placement file for future job references as well as to benefit from relevant workshops on topics such as life-planning, career development, and job search methods. Each class is provided career information as well as notification of available full and part-time employment. A comprehensive occupational library is available to students at the Counseling Center. The Life Planning and Placement Services Office is located in the William Henry Belk College Center.

## CAREER AND PERSONAL COUNSELING CENTER

Operating under a special agreement with St. Andrews, the Career and Personal Counseling Center offers a complete program of individual and group counseling, testing, occupational and grad-

uate school information, for the college community. The services are available on a walk-in or appointment basis.

Director ..... Alfred Thomas  
Associate Director ..... Elbert Patton

**Hours:** Monday through Friday 8:30 A.M. to 5:00 P.M.  
Belk Center, Monday and  
Wednesday 3:00 P.M. to 5:00 P.M.

## BELK COLLEGE CENTER

Individuals and groups using the College Center are expected to exercise due respect for the physical facilities, equipment, and other persons in the building.

1. The use of unauthorized appliances and the opening of windows while air-conditioning units are in operation are not permitted.

2. State Law requires that shoes be worn in the cafeteria and Snack Bar at all times.

Persons or groups wishing to reserve a room for their own use in the College Center must make the request to the office of Student Life Services.

## POSTAL SERVICE

All students are required to have post office boxes. There is no general delivery service. Insured packages must be mailed from the Laurinburg Post Office. Non-Resident students must notify the Student Life Services of their local address. Special delivery letters are delivered only to the College Post Office or to the College Switchboard. United Parcel Service is available at the Physical Plant Office.

## FOOD SERVICES:

### Cafeteria:

Monday through Friday:	Breakfast 7:45 a.m. to 8:45 a.m.
	Continental Breakfast 8:00 a.m. to 9:15 a.m.
	Lunch 11:45 a.m. to 1:00 p.m.
	Dinner 5:00 p.m. to 6:15 p.m.
Saturday through Sunday:	Breakfast 8:00 a.m. to 9:00 a.m.
	Lunch 12:00 a.m. to 1:00 p.m.
	Dinner 5:00 p.m. to 6:00 p.m.

Identification card must be shown at all meals and shoes must be worn at all times.

### Red Lion:

Daily 8:00 p.m. to 12:00 p.m.

All persons are asked to leave the Red Lion no later than fifteen minutes after the counter closes. A self-service system is in effect in the Red Lion. Please co-operate by putting dirty dishes and trash in the proper containers.

REHABILITATION SERVICES

The Burris Rehabilitation Center includes Highland Residence Hall for severely handicapped students. St. Andrews is accessible to the physically handicapped; there are about 30 students in wheelchairs each year. A wide range of services is specifically available to them including counseling aides, rehabilitation nursing, urology, adaptive physical education, driver training, wheelchair repairs, adapted housing, and transportation by special vehicles.

Director ..... Rodger W. Decker

HEALTH SERVICES

St. Andrews Presbyterian College provides routine medical and first aid services to students at no extra charge through the College Health Center. Nursing services are available 24 hours daily. The College physicians are available for consultation at 1:30 P.M. weekdays.

Overnight care is provided when necessary for students living in the dormitories; however, cases needing special care or more than bedside attention are referred to a local hospital. Such care, special medications, and services of medical doctors off campus are financial responsibilities of students and their parents.

Associate Director ..... Cynthia Jackson, R.N.  
Physician ..... Hugh H. McArn, Jr., M.D.  
Physician ..... David A. Williams, M.D.

LIBRARY SERVICES

Elizabeth Holmes ..... Head Librarian  
Margaret Bennett ..... Catalog Librarian  
June Chay ..... Circulation Librarian  
Joan Malloy ..... Serials & Documents Librarian  
Monday through Thursday ..... 8:30 a.m. - 11:30 p.m.  
Friday ..... 8:30 a.m. - 5:00 p.m.  
Saturday ..... 1:00 p.m. - 5:00 p.m.  
Sunday ..... 1:00 p.m. - 11:30 p.m.

Holiday and exam period variations will be posted on the library door. There is a book deposit slot near the lakeside entrance to the library which should be used for returning books only when the library is closed. Toward the end of each semester a book drop is available in the Belk Center to encourage the return of books.

Honor Code Violations

Removing materials from the library without signing for them is considered an honor code violation and will be reported to the Attorney General for action.

General Rules:

- 1. No smoking, food or beverages in the library.

2. Library books left on tables and carrels are reshelfed. Storage shelves are available on the second floor landing where student books and materials may be left between classes or overnight.
3. Fines are 10¢ per day for each overdue book (50% discount if paid when book is returned).

**Reserve Books:**

Reserve books are kept behind the Circulation Desk and must be used in the library during library hours. Some reserve books may be checked out for overnight use one-half hour before the library closes and are due back when the library opens the next day. Fines for overdue reserve books are 50¢ for the first hour and 25¢ for each succeeding hour, up to a maximum of \$2.00 per day.

**Lost Books:**

Report lost books to the Circulation Desk; fines do not accumulate after books are reported lost. After a reasonable length of time, replacement costs must be paid.

**Interlibrary Loan:**

Books may be requested from other libraries with the approval of an instructor (25¢ service charge for each title, payment upon receipt of the book). Xerox copies of periodicals may be ordered from other libraries for \$1.50 each (payment at the time of the request).

**Photoduplication Services:**

Photoduplication services are available for 5¢ per page. Photoduplication of microfilm material can be made, Monday-Friday from 9:00 a.m. to 4:00 p.m. at 25¢

**Student Library Orientation Sheet:**

For additional information about the use of the DeTamble Library, ask at the Circulation Desk for a copy of the Student Orientation Sheet.

## PHYSICAL EDUCATION FACILITIES

The physical education program for students, including intramurals, athletics and recreational activities, has first priority on use of the facilities. The Center and other facilities may be open to faculty, staff, and other groups during designated afternoon and evening hours. Some areas may be used at times normally set aside for the physical education program if the program is not utilizing a particular area.

A student identification card or an activity card issued by the Physical Education Program is required for all persons using the physical education facilities.

**Charges and Fees:**

Nominal charges will be made for some activities and for use of the facilities by groups for functions outside the normal program.

**Students**—Student fees are in the tuition payment. Additional charge is made for use of certain Knight Room facilities.

**Faculty and Staff**—No charge will be made for the use of facilities, except certain Knight Room facilities, to the individual faculty or staff member. Cards may be obtained at the Physical Education Office upon request. There will be a \$5.00 charge per locker. No cards will be issued to children under 12 years of age.

**Memberships—(September 1 to August 31)**

For persons not employed by the college:

Family memberships: \$125.00

Individual memberships: \$75.00

No cards will be issued to children under 12 years of age.

### **Guest Privileges:**

Any formal guests of the college wishing to use the physical education facilities may get an identification card from the Physical Education Office. This card will indicate the dates it can be used.

Students, faculty, and staff are allowed only out-of-town guests unless special arrangements are made through the building director. The guests must be accompanied by a host. No one under 14 years of age is allowed to bring a guest.

Persons not employed by the college and who have membership cards do not have guest privileges. However, in exceptional circumstances, special arrangements may be made with the building director.

Groups wishing to arrange for use of any area (classroom, pool or gym), should contact the building director. When applicable, charges for use will be determined by the director and the business manager.

### **General Rules for Physical Education Facilities:**

#### **Knight Room:**

The conduct and appearance of users of the Knight Room is expected to be such as not to detract from the enjoyment of others.

- No food or drink in the bowling area
- Socks must be worn with house bowling shoes
- Do not sit on pool or table tennis tables
- Do not smoke while executing billiard shots
- Please use ash trays

#### **Other Activity Areas of the Center:**

- No street shoes may be worn in activity areas. (Use basketball, tennis, etc.)
- No food or drinks allowed in these areas.
- No smoking in the locker room and activity areas.

#### **Swimming Pool:**

- Identification tag must be worn by all swimmers. Pick them up at check-out window.
- All swimmers must wear swimsuit tag. We encourage use of personal gear. Suits are available at the checkout window.
- Pool use is restricted to times when an approved lifeguard is on duty.
- No street clothes or shoes allowed on the pool deck area.
- Use common sense and observe good safety habits.
- No masks, snorkels, or scuba gear allowed except on approved occasions.
- As in other areas, children under twelve must be accompanied by an adult.
- Shower before entering the pool area.
- No food or drinks in the pool area or balcony.
- Persons with infected skin will not be admitted to the pool area.

#### **Equipment Checkout:**

- No equipment will be checked out without an I.D. card.
- Do not ask to check out equipment for more than two people on one card.
- All equipment must be returned the same day that it is checked out.
- Any damaged or lost equipment must be paid for.

**Tennis Courts:**

- Tennis shoes or equivalent must be worn.
- Do not monopolize the court when others are waiting.
- Lights out at 11 p.m.

**Track:**

- Flat shoes must be worn when using the all-weather track.

**College Security Service:**

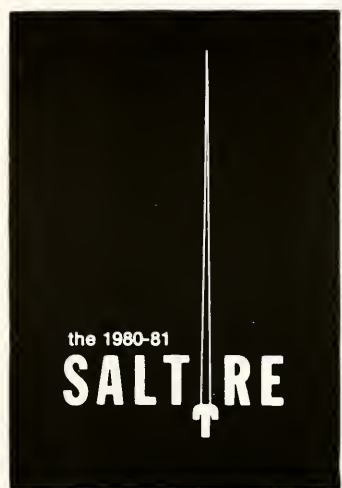
To contact a Security Officer: Call extension 249 or 276-8767. This will connect you with the Nurse on duty at the Health Center who will contact the Security Officer on duty by radio. The Security Officers maintain an around-the-clock check on the St. Andrews campus.

Security Chief .....	Theiron Young
Security Officer .....	Lacy Gay
Security Officer .....	Angus Watson
Security Officer .....	Jerry Lewis

**STUDENT LIFE COMMITTEE OF THE FACULTY:**

This committee oversees, coordinates, and does long-range planning for Student Life in non-academic matters. It approves any handbook for students, any student constitution or system of student government and changes therein, and the budget of the Student Association. The Committee charters student clubs and develops policies necessary for a program of student publications. The Faculty Executive Committee recommends four faculty members, including a chairman, a representative from Student Life Services and six students. The Dean of Students serves ex-officio.





# Organization

# Student Association

## Organization of the Student Association:

The Student Association consists of every student at St. Andrews. The government of the Student Association is divided into three branches: the Student Cabinet, the Inter-Dormitory Senate, and the Judicial System. Additional information on the functions and responsibilities of each branch may be found in the Student Association Constitution.

### THE CABINET:

The Student Cabinet, as the executive branch, is composed of the five elected officers of the Student Association, the presidents of the College Union Board and the College Christian Council, and a representative from the Inter-Dormitory Senate. The Cabinet is the co-ordinating agency for student activities, and all college-related student organizations are responsible to it.

President .....	Karen Clayton
Vice-President .....	Andrew Farmer
Secretary .....	Holli Haddix
Treasurer .....	Ann Crocker
Attorney General .....	Barbara Barnas
College Union Board .....	Denise Nichols
College Christian Council .....	Dianne Cox

### THE INTER-DORMITORY SENATE:

The Inter-Dormitory Senate, as the legislative branch, is chaired by the Vice-President of the Student Association and is composed of the presidents and vice-presidents of each dormitory, and two representatives elected from the off-campus students. The Senate considers and initiates all legislation pertaining to student welfare and general student interest.

### THE JUDICIAL SYSTEM:

St. Andrews Presbyterian College is an educational community which has stated rules and regulations designed to promote order and to protect the rights and property of all individuals of this community. Each student upon accepting admission to St. Andrews through enrollment and attendance agrees to uphold the standards of St. Andrews and abide by its rules and regulations. The judicial system is established to insure that these rules and regulations are upheld. This system in no way is designed to circumvent state and federal laws, as all persons continually remain under their jurisdiction as well.

Students are expected to conduct their lives responsibly with due regard to the rights of other members of the St. Andrews com-

munity. When any student does not show convincing evidence of being in sympathy with the purposes, policies, and procedures of St. Andrews, the College reserves the right to ask the student to withdraw for the welfare of the College community.

The structure of the judicial system and its courts are as follows starting in ascending order with the courts of specific jurisdiction.

### **The Judicial Committee**

The Judicial Committee is responsible for the "organization" of the courts. It is chaired by the Attorney General and all accusations and cases beyond the jurisdiction of the Traffic Court and the Residence Hall Council are brought to this person. The Attorney General is an elected officer of the Student Association and all other members of the Judicial Committee are suggested by the Cabinet and approved by the Senate. The Assistant Dean of Students is the permanent advisor to the Judicial Committee.

The committee members function as investigators who are assigned to individual cases by the Attorney General in order to gather statements, information, and material necessary for a hearing. The Attorney General also appoints a member of his/her office as the observer to a Residence Hall Council hearing.

### **The Traffic Court**

The Traffic Court consists of five student members whose names are suggested by the Cabinet and approved by the Senate. The five court members elect a chairperson and a secretary among themselves. This court deals with violations of motor vehicle regulations, including ticket appeals, as stated on pages 48-50 of the Sal-tire. All violations are reported to the Attorney General, who then reports them to the chairperson of the court. Ignorance of the motor vehicle regulations is no excuse for violations. The Attorney General and the Chief of Security are informed of all traffic court decisions. The decisions of this court may be appealed to the Student Judiciary Board. Intention to appeal a decision must be made in writing either to the chairperson of the Traffic Court or the Attorney General within 48 hours of the Traffic Court's decision. It is understood that the chairperson and the Attorney General will be in contact with each other. When the Traffic Court is convened, the officer(s) issuing the citation in question shall be summoned to attend the Court.

### **The Residence Hall Council**

A Residence Hall Council (RHC) will be selected for each residence hall and will consist of the residence hall president, vice-president, social chairpersons and suite leaders. The Resident Director will serve as an advisor and non-voting member of the

Council. In order for the Council to hold a hearing, at least half of its members must be present and a member of the Attorney General's office must be present as an observer.

The RHC will hear infractions of residence hall policies as defined on page 40 of the Saltire. Charges may be brought against a student(s) by any member(s) of the Residence Hall community. The charge is taken to the residence hall president who is responsible for gathering the proper evidence and witnesses for the hearing, and also acts as prosecutor in the hearing. If a charge is brought by the Resident Director, the representative of the Attorney General's office will act as advisor to the RHC.

The defendant is notified in writing by the residence hall vice-president of the charges brought against him/her and of his/her rights. The vice-president will notify the RHC members of the time and place of the hearing and will serve as the record keeper of all hearings. The RHC, upon hearing the charges, listening to prosecution and defense and questioning the defendant, renders a decision—a simple majority vote is necessary for a decision of guilt. If the decision confirms charges against the defendant then the RHC will pass sentence. The sentence may be in the form of a monetary fine, loss of residence hall social privileges, labor to be assigned within the residence hall area, a recommendation that counseling be undertaken in consultation with the Dean of Student's office, expulsion from the residence hall or any combination of these. Sentences are determined on the basis of the sentencing procedure under Hearing Procedures.

The defendant has the right to appeal the decision of the RHC to the Student Judiciary Board. Intention to appeal a decision must be made in writing either to the chairperson of the Residence Hall Council or to the Attorney General within 48 hours of the Residence Hall Council's decision and sentencing, specifying the reason for appeal. Some examples of the grounds upon which appeals may be made are: improper court procedures, rights of the defendant violated, or an inappropriate sentence.

The record keeper (residence hall vice-president) of the RHC will keep accurate records from initial charges through sentencing, without making note of individual testimonies. Notification of the person charged, the alleged violations, and the time and place of the hearing is to be sent in writing to the Assistant Dean for Residential Life. He also receives notification in writing as to the disposition of the RHC hearing, and unless there is an appeal of the ruling (in which case the records will follow through final completion of appeals route) records of the case are to be destroyed upon final

completion of sentencing of the defendant. Only the record of a decision of guilty and resulting sentences is kept with a student's confidential file and is destroyed upon the student's leaving the college through graduation, transfer, withdrawal, etc.

### **The Student Judiciary Board**

The Student Judiciary Board, composed of seven students (two persons for two-year terms, three persons for one-year terms with two persons fulfilling the second year of their previous two-year terms) elected by the Student Association, tries all Honor Code offenses, violations of social regulations and College policy (i.e. violations of visitation policy, property damage, fireworks and firearms, alcohol and drugs, pets, etc.), and hears appeals from the Traffic Court and the Residence Hall Councils. The Attorney General presents all cases to this Board.

In order for the Board to hold a hearing, at least half of the members must be present. The Board is aided in procedural matters by two non-voting faculty advisors, at least one of whom must be present at each meeting. The seven Board members elect a chairperson and a secretary among themselves. The chairperson is in charge of organizing the court, notifying the members of a hearing, scheduling the time and place for the hearing, and notifying the necessary people of the Court's decision. The secretary is the official record keeper for the Court, keeping proper records of the hearing and of the decision.

The Board can render a variety of decisions which can range from a warning to expulsion from the College. A simple majority vote is necessary for a decision of guilt. The Attorney General can make sentence recommendations to the Board which can allow for creative, reasonable use of the sentencing responsibility. Sentences are determined on the basis of the sentencing procedures under Hearing Procedures.

Without listing the name(s) of the accused, the charges, verdicts and sentences of all cases tried before the Board will be published in the student newspaper.

### **The Student-Faculty Appellate Board**

The Student-Faculty Appellate Board interprets the Constitution of the Student Association and hears appeals from the Student Judiciary Board. Upon hearing appeals, the Board may uphold or reduce the original sentence. The Board consists of two elected members of the senior class, one elected member of the junior class, two faculty representatives elected in keeping with the procedure provided in the Faculty By Laws, and the Dean of Students.

The Board elects a chairperson from its membership.

The Student-Faculty Appellate Board shall be the regularly constituted hearing committee referred to in the Joint Statement on Rights and Freedoms of Students, except in cases where the appeal route chosen is directly to the President of the College.

### **Reporting a Violation**

Any person with information concerning a violation has the duty to report it to the Attorney General, either directly, or indirectly through a member of the Judicial Committee. Upon receiving this information, the Attorney General's Office will investigate the case thoroughly and if the Judicial Committee feels the evidence so warrants, the Attorney General will present the case to the Student Judiciary Board. Persons making groundless or malicious accusations to the Attorney General Office are subject to prosecution for lying, a violation of the Honor Code.

A reported violation must be handled by the appropriate Judicial body within 10 days after it has been reported. After 10 days, if no action has been taken, the reported violation will be turned over to the Student Life Office where appropriate action in handling the violation will be taken.

### **Alternative Means of Adjudication**

Only the Attorney General may formally charge a student with a violation of the Honor Code. Either the Attorney General or an administrative staff person from the Dean of Students office may formally charge a student with a social violation or a violation of college policy.

When the decision is made to charge a student with an Honor Code, college policy or social violation, the accused may request in writing, within 24 hours, a private hearing before the Dean of Students, instead of a hearing before the Student Judiciary Board. In the case of either, the constitutional process of appeal will be followed, as the accused is not permitted to move at will between administrative and Student Association judicial bodies.

### **Notification of Those Concerned**

The Attorney General will post public notice of a scheduled hearing at least 24 hours before the hearing is to begin. Personal notification of the time and place of the hearing shall be given by the Attorney General to the chairperson of the appropriate court who will notify the persons directly concerned: the defendant, the counsel, the members of the Board, the faculty advisors of the de-

fendant and of the Board, and the Dean of Students. All such notices shall be given in writing.

The Attorney General shall notify the defendant of his rights, as found in Article VI, Section 3 of the Constitution, in writing, at the time the charge is made. He will also notify the Dean of Students, in writing, of all verdicts and sentences, within 24 hours.

### **Witnesses**

A defendant may call both factual and character witnesses. All persons involved in the hearing are expected to tell the truth, the whole truth, and nothing but the truth, and are subject to prosecution if they fail to do so.

### **Appeals**

The chairpersons of all student and student-faculty courts will be responsible for informing the members of the court of an impending hearing. If there is an appeal, they will be responsible for providing the Appellate Court with the following information, in writing: the original charge, the verdict, the sentence, a record of the hearing except for individual testimonies, and the reason for appeal. Reasons for appeal may be: (a) rights of defendant violated; (b) improper hearing procedure; (c) inappropriate sentence.

A defendant convicted by the Residence Hall Council has the right to appeal to the Student Judiciary Board.

A defendant convicted by the Traffic Court has the right to appeal to the Student Judiciary Board.

A defendant convicted by the Student Judiciary Board has the right to appeal to the Student-Faculty Appellate Board.

A defendant convicted as a result of a private hearing before the Dean of Students, has the right to appeal to the Student-Faculty Appellate Board, in which case, the Assistant Dean of Students replaces the Dean of Students on the Appellate Board.

A defendant whose conviction is upheld by the Student-Faculty Appellate Board has the right to appeal to the President of the College.

To appeal a decision or sentence a defendant must notify, in writing, the chairman of the court which convicted him of his desire to do within 48 hours, including a statement of grounds of appeal and the name of the person acting as counsel. If such notification is not given, the sentence becomes effective immediately.

The Dean of Students may make allowance for the terms of restriction or departure for resident students who are expelled from the campus, when appropriate. Any return to campus thereafter

must be approved beforehand by the Dean of Students, or a representative of that office. Non-residents who are suspended or expelled are expected to observe these conditions as they apply to resident students.

Departure from normal procedure must be requested by the accused or the appropriate judicial authority, in writing, and must be approved by the Dean of Students, or a representative of that office.

In the case of serious and threatening circumstances where an alleged violation is of an unusually serious nature (such as substantial destruction or damage of College property, serious injury to oneself or to another person, disruption by force or violence of the orderly processes of the College, etc.), the Dean of Students has the right and responsibility to suspend a student temporarily from the College, pending a hearing by the appropriate judicial body.

In exceptional cases, the President has the right to ask a student to withdraw from the College, through the office of the Dean of Students. If the student feels that his rights have been abridged by such an action on the part of the President, he may ask for a review of the President's decision by the Faculty Executive Committee acting as a judicial hearing body. Such requests must be in writing, must be submitted to the Secretary of the Faculty Executive Committee within 48 hours after the President has informed the student of the decision in question, and must set for the nature of the alleged violation of rights. The President will not serve as a member of the Faculty Executive Committee when the review is conducted. The Faculty Executive Committee will then report its findings to the President, who shall communicate his final decision within 48 hours after receiving the report.

## HEARING PROCEDURE GUIDELINES

The following is a proposed outline for conducting a hearing. It could be adopted by all courts with only minor modifications to suit the needs of the individual court.

### Procedure

- I. The defendant enters and is introduced to the court.
- II. If the defendant feels any member of the court is prejudiced or in any way unable to hear the case fairly, the defendant may challenge that member, or members of the Board.
  - A. The defendant, or the counsel for defense, shall present to the Board as a whole, the challenge and reason for the challenge, prior to the beginning of the hearing.
  - B. The Board will consider validity of the challenge in closed

session. The Board will then vote on the issue, with a simple majority ruling.

- C. Board members who are successfully challenged, shall remove themselves from the hearing and the trial will proceed.

- (1) If the defendant's challenge means destruction of a quorum, the chair of the court and the attorney general may appoint special members to fill the vacancies.

- D. If no challenge is lodged, the defendant loses his rights to appeal on the grounds of prejudice and cannot challenge the members of the Board at a later date.

- III. Any member of the Board who feels unable to render a fair, unprejudiced opinion may remove himself from the case.

- IV. The chair reads the charges against the defendant and hears the defendant's plea.

- V. The prosecution begins its case.

- A. The prosecution may make an opening statement.

- B. Calls witness for the prosecution.

- (1) Prosecution questions the witness.

- (2) Defense cross examines.

- (3) Court may question witness.

- C. When all evidence has been submitted and all witnesses called the prosecution rests.

- VI. The defense begins its case.

- A. The defense may make an opening statement.

- B. Calls witnesses for the defense.

- (1) Defense questions the witness.

- (2) Prosecution cross examines.

- (3) Court may question witness.

- C. When the defense has prepared all the evidence and called all the witnesses, they rest.

- VII. The court goes into closed session for deliberation.

- A. No member of the Board may abstain from voting.

- B. If an even number of Board members are present, the Chairman will not vote.

- C. A simple majority vote is required to reach a verdict.

- VIII. The court reconvenes and announces the result of deliberation.

- A. If the verdict is not guilty, the case is closed.

- B. If found guilty, a sentence hearing must be held.
- IX. Sentencing.
- A. The prosecution may recommend a sentence.
  - B. The defense may make a statement, usually a plea for leniency.
  - C. The court goes into closed session to decide upon the sentence.
    - (1) A unanimous vote is required for expulsion.
    - (2) A two-thirds majority for suspension.
    - (3) A simple majority is required for all other recommendations.
  - D. The defendant is informed of the sentence and of his right to appeal.
    - (1) The secretary of the court sends copies of the sentence to the defendant, the attorney general and Dean of Students.
- X. Appeals procedure.
- A. The defendant must notify the Chairman of the court that convicted him within 48 hours after sentencing.
  - B. This must be a written statement citing the reason for appeal.
  - C. The defendant may appeal the verdict or the sentence.
  - D. The Chairman of the court of original jurisdiction must provide the chair of the appellate court with the records of the original trial prior to the convening of the appellate court.
  - E. At the conclusion of the appeals hearing, the Chair of the appellate court will prepare a memorandum to be sent to the court of original jurisdiction informing that court of its action. This memorandum will also be sent to the defendant, the attorney general, and the Dean of Students, within 24 hours of its decision.

## TYPES OF DISCIPLINARY ACTIONS

**WARNING**—Technically, this is not considered a discipline, per se; however, it may be used in cases where no actual disciplinary action seems called for. The warning may be verbal or written. If verbal, a notation of the incident is made on the student's or organization's record in the office of the Dean of Students who gave or approved the warning. If written, an official letter is sent to the student, or organization, outlining the actions which brought him

to the attention of the college, cautioning him about the possible consequences of such actions, and warning him about the possible consequences of any continuation of such actions.

**REPRIMAND**—The student is given a corrective interview followed by an official letter sent to the student indicating his misdeed, stating that such conduct is unacceptable, that further misconduct will probably result in more severe disciplinary action, and concluding with the hope that his conduct in the future will be above reproach. A copy of the letter is placed in the student's file in the Dean of Students Office.

**CENSURE**—Censure is the same as a reprimand except that it is used for organizations, organization leaders, et cetera, as distinguished from individuals. A copy is sent to that organization's sponsor to apprise him of the unsatisfactory situation.

**PROBATION**—The student continues in attendance; however, he has restrictions placed upon this activity, such as attending social functions, and is in danger of suspension for any breach of good conduct during the period of probation. He must report to a probation counselor, designated in each case, at least once each month during the period of probation. Further, he may not hold any general elective office while on probation. A copy of the probation letter is placed in his file in the office of the Dean of Students.

**SUSPENSION**—The student is excluded from the college, both academically and socially, for a stated period. The student may request to be readmitted at the end of this period of suspension; however, readmission is never automatic. A copy of the suspension letter is placed in his file in the office of the Dean of Students.

**EXPULSION OR DISMISSAL**—The student is excluded from the college, both academically and socially, for an indefinite period or permanently. If expulsion is for an indefinite period, the student may petition the college for readmission; however, readmission is never automatic. No petition will be considered for readmission prior to the end of a year's time. A copy of the dismissal letter is placed in his file in the office of the Dean of Students.

**Other Penalties:**

- a. **Fines**—Students may be required to pay reasonable sums of money as a penalty exacted by a judicial agency.
- b. **Work**—Students may be required to work a specified number of hours on campus without compensation; time limits will be indicated by the agency imposing the penalty.
- c. **Removal from Residence Hall**—Students may be re-

quired to move from a specific residence hall by The Hall Council to another residence hall on campus where space is available. The student must request of the second Residence Hall Council approval to move in with the understanding that his/her behavior will be above reproach.

## THE COLLEGE UNION BOARD

Coordinates the total program of dormitory and campus-wide social activities placed on a general social calendar, in cooperation with the Office of Student Life Services.

The College Union Board is the student organization responsible for entertainment; it can either work by itself or in conjunction with other organizations. Along with Student Life Services, the Board is responsible for the student services and events offered in the College Union. It is also responsible for hiring bands to play at major events and dances, providing movies, organizing weekend travel, and engaging guest speakers. The Board consists of elected officers, social chairpersons and one representative from the Black Student Union, the College Christian Council, Farrago Director, Film Committee Representative and the Advisor.

## THE COLLEGE CHRISTIAN COUNCIL

The College Christian Council is a campus-wide, interdenominational organization which attempts to promote on the campus and within the Laurinburg community honest questioning, concern, communication, worship and action. Specific programs and projects of the CCC include: work with underprivileged people in Laurinburg through tutoring and recreation, a series of symposia on controversial and relevant topics of concern, aid in planning of chapel and special services, publication of "Dialogue," an instrument of communication on campus, and an occasional event or concert. "Dialogue" is published with consent either of the President of CCC, the College Pastor, or the Dean of Students.

## THE ELECTIONS BOARD

The Elections Board is responsible for conducting all campus elections and referenda. The Board rules for campaign procedure, makes sure candidates are qualified, conducts dorm forums for the candidates, counts ballots and announces the results. The Elections Board consists of three members of the Student Judiciary Board, two senior members of the Student-Faculty Appellate Board, three seniors appointed by the President of the Student Association, one representative from Student Life Services, and one faculty member elected by the Student Life Committee.

# **Student Association Constitution**

## **PREAMBLE**

Each member of the college community is expected to subscribe to the St. Andrews Honor Code: "As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."

## **ARTICLE I. NAME**

This organization is known as the St. Andrews Student Association, hereinafter referred to as the Student Association.

## **ARTICLE II. MEMBERSHIP**

Every student at St. Andrews Presbyterian College is a member of the Student Association.

## **ARTICLE III. ELECTED OFFICERS**

**Section 1.** The officers of the Student Association, with the exception of the off-campus representatives to the Inter-Dormitory Senate, are elected in a general election each Spring Term before the end of the semester. Their terms of office shall begin at their installation by the President of the College within two weeks after the close of the Student Association elections and shall end with the installation of new officers in the Spring Term of the succeeding year. The off-campus representatives shall be duly elected within four weeks after Fall registration.

**Section 2.** No student shall hold more than one elective office in the Student Association.

**Section 3.** The position of Suite Leader is an office of the Student Association, but is not considered as an elective office.

**Section 4.** Each candidate for a Student Association office must have properly filed for office with the Office of Student Life Services in accordance with the procedures set up by the Election Board and the Student Association Constitution.

**Section 5.** No student with probationary status shall be a candidate for or hold any elective or appointive office in the Student Association unless approved by the Faculty Executive Committee.

**Section 6.** A 2.0 St. Andrews cumulative grade point average shall be held at the end of the previous term. Exceptions may be made by the Faculty Executive Committee.

**Section 7.** Each elected officer must maintain a 2.0 St. Andrews cumulative grade point average.

**Section 8.** No Cabinet member shall serve in a voting capacity on any Student-Faculty committee unless otherwise specified in this Constitution or the Student Association By-Laws.

**Section 9.** No elected officer may be an employee of Student Personnel Services. (Amended by Amendment I).

**Section 10.** In a single position election the winner shall be determined by a simple majority of the total votes cast for that office. If no candidate receives a simple majority, there shall be a run-off election between the candidates who poll the two highest number of votes. In case of a tie in the run-off elections as stipulated, the matter shall be sent to the Inter-Dormitory Senate for resolution.

**Section 11.** In multi-position elections, the candidates receiving the most

votes shall be elected. If the required number of positions cannot be filled, as a result of a tie, there shall be a run-off.

#### ARTICLE IV. EXECUTIVE BRANCH

**Section 1.** The Executive Officers of the Student Association Cabinet are the President, Vice-President, the Secretary, the Treasurer, and the Attorney General.

**Section 2.** Duties of the Executive Officers:

a) The President serves as the official representative of the Student Association and President of the Student Cabinet, calls and presides over all meetings of the Student Association and the Cabinet, and, after consultation with the Cabinet, approves or vetoes within ten academic days all legislation passed by the Inter-Dormitory Senate. If by the end of the aforementioned ten days the President has not acted on the legislation, this legislation will be considered approved. The President also refers approved legislation to the President of the College for final action. The President also appoints a member of the Cabinet to represent the Cabinet on the Student Life Committee.

b) The Vice-President serves as President of the Senate, serves as a member of the Student Cabinet, and assumes the office of the President if for any reason the President must vacate the office. In the President's absence, or at the request of the President, the Vice-President shall also assume the duties of that office.

c) The Secretary serves as a member of the Student Cabinet, is responsible for maintaining a permanent record of all minutes of the meetings of the Student Cabinet, and handles all correspondence of the Student Cabinet.

d) The Treasurer serves as a member of the Student Cabinet, draws up a budget for the Student Cabinet, receives proposed budgets from the different campus organizations requesting Student Association funds, and formulates the Student Association budget for the coming year in consultation with the Inter-Dormitory Senate. The Treasurer must submit the Student Association budget to the Inter-Dormitory Senate two weeks after the installation of all officers in the spring. If the budget is rejected, the Treasurer must re-submit the budget until it is approved; if it is not approved by two weeks after first submission, the Inter-Dormitory Senate will be responsible for compiling the Student Association budget. The Inter-Dormitory Senate will place the budget in final form.

The Treasurer is responsible for conducting a monthly audit of the books of every organization receiving Student Association funds. The Treasurer maintains a permanent record of all financial transactions of the Student Association, reports quarterly to the Inter-Dormitory Senate, and submits the Treasurer's books to the Business Office to be audited once per regular term and/or at the request of the Business Office or the Inter-Dormitory Senate.

e) The Attorney General serves as a member of the Cabinet. A more complete description of the duties of the Attorney General can be found in Article VI, Section 1,c.

**Section 3.** The Duties of the Cabinet.

a) The Student Cabinet is the executive body of the Student Association.

b) The Student Cabinet is composed of the President, Vice-President, Secretary, and Treasurer of the Student Association, the President of the College Union Board, an additional representative from the Senate who shall be elected within the membership of that body, the Attorney General, and the President of the College Christian Council. Advisory representation is selected by the Cabinet with the approval of the Faculty Executive Committee.

c) The Student Cabinet is the coordinating agency for campus student activities at an executive level. It makes recommendations to, asks opinions of, and hears all College-related bodies, implements all legislation, and approves all oper-

ating codes and by-laws of Student Association organizations.

d) The Cabinet shall fill such positions on committees as are necessary for the operation of the Student Association unless otherwise specified.

e) The Cabinet shall notify the student body of all vacancies open to appointment. It shall receive nominations and self-nominations from the members of the student body, and shall have at least one meeting at which nominees shall express their wishes for attaining a particular position.

## **ARTICLE V. LEGISLATIVE BRANCH**

### **Section 1. Inter-Dormitory Senate.**

a) The Inter-Dormitory Senate is the legislative body of the Student Association.

b) The Inter-Dormitory Senate consists of the Vice-President of the Student Association, the President and Vice-President of each dormitory, two off-campus representatives, and one representative from Highlands Dormitory. Advisory representation is selected by the Inter-Dormitory Senate with the approval of the Faculty Executive Committee.

c) The Inter-Dormitory Senate considers all questions of student welfare and general student interest, serves as coordinating body for Inter-Dormitory Activities and programs, considers and initiates all legislation, refers legislation to the Student Association President for his approval or veto, has the power to override the Student President's veto by a two-thirds vote of the Senate, hears recommendations from the Student Association Treasurer, and approves the budget.

The Inter-Dormitory Senate appoints committees necessary for the operation of the business of the Senate, fills any vacancies which occur in the Cabinet, has the power to impeach and remove from office any officer of the Student Association with a two-thirds vote of the Inter-Dormitory Senate, and by a two-thirds vote of the Senate gives consent for membership of Student Association Organizations in all local, regional, and national organizations.

d) If for any reason the President of the Senate vacates office, the duly elected Senator pro tem will ascend to that office, assuming all duties and responsibilities of that position.

## **ARTICLE VI. JUDICIAL BRANCH**

### **Section 1. Attorney General.**

a) The Attorney General shall be the chairperson of the Judicial Committee and shall serve on the Cabinet as the representative of the Judicial system. The Attorney General receives all cases and refers each with its accompanying evidence to the court with the proper jurisdiction, sees that defendants are aware of their rights, receives all appeals and sends them to the courts in which the appeals will be heard, receives minutes, and refers coversheets for approval by proper administrative personnel.

b) The Attorney General shall appoint with the approval of the Inter-Dormitory Senate, two assistant Attorneys General to assist in the execution of the duties and functions of that office. These students must have at least a 2.0 cumulative grade point average.

c) The Attorney General will act as prosecutor of any person accused of an Honor Code or social offense, or assign prosecution to one of the Assistant Attorneys General.

### **Section 2. The Judicial Committee.**

a) The membership of the Judicial Committee shall consist of the Attorney General and one member from each class appointed by the Cabinet with the approval of the Inter-Dormitory Senate. The Attorney General shall chair the com-

mittee. One member shall be chosen to serve as secretary. All members of the Judicial Committee are distinct from those on the Student Judiciary Board. A representative from the Dean of Students Office shall serve as a permanent advisor to this committee.

b) The Judicial Committee investigates all cases to be heard by courts in the judicial system, keeps records of all public court proceedings and confidential records of all violations heard in dorm councils, handles any publication to be made of court decisions, and sees that all approved sentences are administered.

c) The Judicial Committee shall destroy all investigative records when the given case has been disposed of and all avenues of appeal have been exhausted.

### **Section 3. Rights of the Defendant.**

The defendant has the right to counsel of his or her choosing (faculty, administration or student), the right to a just trial without undue delay by the constituted court of the defendant's peers, the right to meet in person the accuser(s) at the trial, the right to call any witness, the right to be present during the trial until deliberation concerning the final decision begins, the right not to testify against oneself, the right to appeal, the right to judgment by the college administration in lieu of the defendant's peers, and the right not to be tried twice for the same offense.

### **Section 4. The Student-Faculty Appellate Board.**

a) The Student-Faculty Appellate Board is the highest judicial body representing the students, faculty and administration of St. Andrews Presbyterian College, which makes recommendations to the President of the College, or that officer's appointed representative.

b) The Student-Faculty Appellate Board consists of two elected members from the incoming senior class, one elected member from the incoming junior class, one faculty member elected in keeping with the procedure provided in the Faculty By-laws, and one representative of the Dean of Students. The Board elects a chairperson from its membership.

c) The Student-Faculty Appellate Board interprets the Constitution of the Student Association, but has no other original jurisdiction. The Board hears all appeals from the Student Judiciary Board, and upon hearing an appeal, may uphold or reduce the original sentence, reverse the original decision, or recommit the case to court of original jurisdiction. All members of the Board are distinct from those on the Student Judiciary Board.

### **Section 5. Student Judiciary Board.**

a) The Student Judiciary Board is a student judicial body of the Student Association, which makes recommendations to the President of the College or that officer's appointed representative.

b) The membership of the Judiciary Board shall consist of seven elected students, five of whom shall serve one-year terms and two of whom shall serve two-year terms. Two Faculty representatives shall be appointed according to the procedure specified in Faculty By-laws to serve as advisors to the Student Judiciary Board. The Board shall select a Chairperson and a Vice-Chairperson from its membership. All members of the Board are distinct from those on the Student-Faculty Appellate Board and the Judicial Committee. A quorum shall consist of five members.

c) The Student Judiciary Board shall hear all cases involving Honor Code Offenses, violations of social regulations, and any other violations specified in the published College Regulations which have been referred to the Board. All cases shall be open to the public, except for the deliberation concerning the final decision. Twenty-four hour prior notice of time and place shall be posted on the Student Government Bulletin Board.

#### **Section 6. Traffic Court.**

a) The Traffic Court shall consist of five members, to be approved by the Senate upon appointment by the Cabinet.

b) The Traffic Court shall consider all contested traffic tickets and shall notify the Business Office of its action.

c) Decisions of the Traffic Court may be appealed to the Student Judiciary Board.

#### **Section 7. Summer Court.**

a) During the summer sessions a Summer Court shall handle all student judicial matters. It shall be a regularly constituted court and shall make recommendations to the President of the College or that officer's appointed representative.

b) The President of the Student Association shall appoint an Attorney General who in turn shall appoint two assistants. This shall be approved by the Inter-Dormitory Senate before spring term concludes.

c) The Court shall consist of five additional students to be appointed by the Cabinet with the approval of the Senate, and one faculty advisor appointed according to the procedures specified in the Faculty By-Laws.

### **ARTICLE VII. DORMITORY ORGANIZATION**

#### **Section 1. Dormitory Officers.**

a) Each dormitory shall elect from within the dormitory membership a President, a Vice-President, and Social Chairperson within the time specified by Article III in this Constitution. These officers must be full-time residents of the dormitory.

b) If a vacancy occurs within the office of the President by graduation, resignation, or removal, the Vice-President shall succeed to the office of President. If the office of the Vice-President becomes vacant by succession, graduation, resignation, or removal, the office shall be filled by a duly constituted dormitory election. If vacancy occurs in both offices simultaneously, the offices shall be filled by a dormitory election.

c) A dorm President and Vice-President, as well as off-campus representatives of the Inter-Dormitory Senate, may be impeached by a two-thirds vote of their constituents.

#### **Section 2. Dormitory Councils.**

a) A Dormitory Council is responsible for the general welfare of the students in a particular residence hall.

b) The membership of a Dormitory Council consists of the President, Vice-President, Social Chairperson, and Suite Leaders of the residence halls. The Resident Director may serve in an advisory capacity to the council, but shall not have a vote. Dormitory Council meetings may be called by any member of the Dormitory Council.

c) Dormitory Council has the power to legislate policies pertaining to the dorm, not in conflict with school policies, and to oversee dorm social plans.

d) A Dormitory Council has judicial powers with regard to dorm policies, not in conflict with school policies, or it may be a hearing or counseling body for dorm policies.

### **ARTICLE VIII. COLLEGE UNION BOARD**

**Section 1.** The College Union Board coordinates the total program of dormitory and campus-wide social activities placed on a general social calendar in cooperation with the Office of Student Personnel Services.

**Section 2.** The membership of the College Union Board consists of the Presi-

dent and Vice-President of the College Union Board and one Social Chairperson from each dorm. A Secretary and Treasurer will be appointed by the President of the College Union Board with the consent of the members of the Board. A representative of the Office of Student Personnel Services serves as advisor.

**Section 3.** The duties of the President are defined in the By-laws of the College Union Board as printed in the Student Handbook.

#### ARTICLE IX. COLLEGE CHRISTIAN COUNCIL

**Section 1.** The College Christian Council sponsors the activities of the various standing committees under its auspices, coordinates programs to further the spiritual growth in the college community, provides the means by which college and community communications and understanding may be promoted, and makes appropriations for such programs.

**Section 2.** The College Christian Council consists of a President, Vice-President, and a Secretary-Treasurer who are elected officers, the College Pastor, two faculty members from the Faculty Religious Affairs Committee appointed by the Dean of the College, and the committee chairpersons as specified in the by-laws of the organization, all of whom are voting members.

**Section 3.** The duties of the President are defined in the By-laws of the College Christian Council as printed in the Student Handbook.

#### ARTICLE X. AMENDMENT PROCEDURE

**Section 1.** The Senate may initiate an amendment. An amendment passed by a two-thirds vote of the Senate is automatically posted in the College Union for two weeks, at the end of which time it is presented to the Student Association members for a vote. A two-thirds vote of the Student Association members voting is necessary for adoption. If adopted, it is subject to approval by the Student Life Committee, and becomes effective with the signature of the President of the College.

**Section 2.** The members of the Student Association may initiate an amendment by presenting a petition to the President of the Student Association signed by at least one-third of the members of the Student Association. The President of the Student Association posts the petition in the College Union for two weeks at the end of which time it is presented to the Student Association for a vote. A two-thirds vote of the Student Association members voting is necessary for adoption; with the approval of the Student Life Committee and the President of the College, the amendment becomes part of this Constitution.

**Section 3.** By-laws of this Constitution are amended by the Inter-Dormitory Senate. Any proposed By-law amendment must be presented to the Senate and then posted in the College Union for one week, at the end of which time it is presented to the Senate for approval by a two-thirds vote of those present. If adopted, the amendment is subject to the approval of the Student Life Committee and the President of the College.

**Section 4.** The St. Andrews Student Association Constitution shall be revised every five years beginning with the Spring Term, 1980, only to include all amendments and to exclude all redundancies.

#### ARTICLE XI. BY-LAWS OF STUDENT ASSOCIATION ORGANIZATIONS

Each organization of the Student Association must enact a set of by-laws within one month of its first business meeting consistent with the provisions of this Constitution. These by-laws must be kept on file in the Cabinet office.

## ARTICLE XII. RATIFICATION

This constitution shall become effective upon ratification of the Inter-Dormitory Senate, the Cabinet, the Student Life Committee, the majority of the Students voting, and the Faculty, and with the signature of the President of the College.

### AMENDMENT I.

Article I, Section 9 is amended to read as follows:

- a) No elected officer may be employed by Student Life Services as Residence Director, Assistant Residence Director, or Director of the College Union.
- b) No member of the Judicial branch may be employed by Student Life Services as Residence Director, Assistant Residence Director, or Director of the College Union.

## BY-LAWS OF THE COLLEGE CHRISTIAN COUNCIL

### I. Organization

Section B, 1. The President serves as the official representative to the Student Association Cabinet; calls and presides over all meetings of the College Christian Council.

## BY-LAWS OF THE COLLEGE UNION BOARD

Section 2. The membership of the College Union Board consists of the President, Vice-President, and one social chairman from each dormitory. A secretary and treasurer will be elected by the Board from the Board members. A representative of the Office of Student Life Services serves as advisor.

## BY-LAWS OF THE CONSTITUTION OF THE ST. ANDREWS STUDENT ASSOCIATION

### I. ORIENTATION COMMITTEE

(a) An Orientation Committee is appointed by the Student Association President in consultation with the Dean of Students and with the consent of the Senate.

(b) This Committee consists of seven members, three men and three women representing the rising upperclassmen, and one advisor. Co-chairmen are designated by the Student Association President, one being a male member and one being a female member. The Co-Chairmen are awarded one week Summer Resident Assistantships to complete the final planning of the Committee during the summer sessions. The Dean of Students appoints advisory representation.

(c) The Orientation Committee will be appointed at least two months before the end of the spring semester.

### II. HANDBOOK COMMITTEE

(a) A Handbook Committee is appointed by the President of the Student Association in a consultation with the Dean of Students and with the consent of the Senate.

(b) This Committee consists of three men and three women students representing the rising upperclasses. A chairman and a Recording Secretary are designated by the Student Association President, one from the women and one from the men. A representative of the Office of Student Life Services shall serve as advisor.

(c) This committee receives recommendations relative to provisions of the handbook, and formulates editorial statements for consideration by the proper

student, faculty, and administrative authorities.

(d) The Handbook Committee shall be appointed by the third Monday of the Spring semester.

### III. SUMMER COORDINATORS

(a) Two Summer Coordinators shall be appointed by the Student Association President. The President can be one of the Coordinators. The coordinators are students who plan to attend the College Summer Sessions, and they are awarded Summer Resident Assistantships.

(b) The Summer Coordinators are instructed by the President of the Student Association and their duties are: to serve as the official representatives of the student government; communicate to members of the student government any changes and decisions made concerning policies and campus regulations; handle all correspondence for the Student Association; to assist with the completion of orientation plans and student handbook.

(c) The Summer Coordinators shall be appointed by the last week of the Spring Semester, and approved by the Student Cabinet.

### IV. GRADUATION COMMITTEE

(a) The Graduation Committee and its chairman are appointed by the Student Association President with the consent of the Senate.

(b) The two members of the Graduation Committee and the chairmen of the committee are members of the rising Senior Class, appointed before the end of their Junior year.

(c) The Graduation Committee works with the College Administration in preparing for graduation exercises.

### V. ELECTIONS BOARD AND PROCEDURES

#### **Section 1.**

This act shall supersede all existing statutes relating to voting in the Student Association.

#### **Section 2. Board of Elections.**

(a) Authority for administering all voting procedures in the Student Association shall be vested in a Board of Elections.

(b) The members of the Board of Elections shall be nominated by the President of the Student Association and approved by the Interdormitory Senate.

(c) The Elections Board shall consist of three members of the Student Judiciary Board, the two Senior student members of the Student Faculty Appellate Board, and three students nominated by the President of the Student Association from the Student Association at large. The faculty advisor to the Elections Board shall be chosen by the Student Life Committee.

(d) Nominations to the Board shall be made by the fifteenth day of September of each year. Nominations not made by the President of the Student Association shall be made to the Senate by the Senate Committee on the Judiciary.

(e) Confirmation of all members of the Board shall be completed by the first day of October of each year.

(f) The President of the Student Association shall designate one nominee to the Board as the Chairman-designate, to be subject to Senate approval for that post.

(g) The President of the Student Association shall nominate persons to fill vacancies in the membership of the Board within five days of their occurrence, subject to the approval of the Senate. Vacancies not filled by nominations within

five days of their occurrence shall be filled by the Senate upon recommendation of the Senate Committee on the Judiciary.

(h) Members of the Board shall serve terms of one year, commencing and ending on the first day of October. They may be removed from office through impeachment by the Senate for improprieties in the conduct of elections or for involvement of any kind in the recruitment of candidates for office or in campaign activity of any sort. Any member of the Board filing for any Student Association office, with the exception Suite Leader, must immediately resign from the Board of Elections.

### **Section 3. Elections Campus wide.**

(a) The Board of Elections shall conduct all elections for all offices described in the Constitution of the Student Association, the St. Andrews Chapter of the North Carolina Public Interest Research Group, any chartered student organization requesting the Board of Elections to conduct its voting, the editorship of THE LANCE, and for all vacancies which occur in elective offices during the course of the year, unless the filling of a vacancy during the year is prescribed by other means in THE SALTIRE.

(b) The Board of Elections shall announce elections for the offices of the Student Association Cabinet, the judicial system of the Student Association, the editorship of THE LANCE, and the St. Andrews Chapter of the North Carolina Public Interest Research Group five days before spring break each year through notices in individual post office boxes, public notices in the College Union and published and broadcast notices by the news media. Such notifications shall also carry details of the requirements and procedures for candidacy and election.

(c) On the second class day after the end of spring break and for five class days thereafter the Board of Elections shall make available in the College Union filing forms for self-nomination for those offices up for election. These shall require the name, address, box number, and office sought by each candidate, and shall carry requirements for candidacy, compliance with which each candidate shall certify with his or her signature. The signing of a filing form by a candidate who is unqualified shall constitute a violation of the Honor Code and shall be prosecuted by the Attorney General. In the case where permission for an exception must be granted by the Faculty Executive Committee the candidate is responsible for obtaining the exception through the office of the Dean of the College and shall attach to the filing form a statement signed by the Dean of the College or his appointed representative stating that such an exception has been granted to the candidate.

(d) At the close of each business day during the filing period the Chairman of the Board of Elections or his designated representative shall collect all forms filed that day, place them in a sealed envelope with his signature on the outside, and shall deliver the envelope to the Registrar of the College at the opening of the next business day. The Registrar shall certify in writing receipt of the sealed envelope and then open it and determine which among the candidates whose forms are contained therein are academically eligible for candidacy. This process shall be completed, and the forms of those candidates declared eligible posted in the College Union by 3 p.m. of the same day.

(e) Elections shall be held on the fourth business day following the close of nominations. In the event that this day shall conflict with the College Calendar, the election shall be held on the next class day. Voting shall be conducted by secret ballot, with candidates listed in alphabetical order under the office they seek. The election shall be conducted by the Board of Elections from 9 a.m. to 6 p.m. in the lobby of the College Union.

(f) Persons presenting evidence that they will be absent from campus or unable to vote shall be granted an absentee ballot by the Board of Elections. Ab-

sentee requests will be accepted from the close of nominations to 5 p.m. on the day before the election. All absentee ballots shall be delivered daily during this period to the Faculty advisor of the Board of Elections by the Chairman of the Board in a sealed envelope, receipt of which the advisor shall certify in writing. The advisor shall hold all absentee ballots until the close of the polls on election day, at which time they shall be delivered to the place where all ballots are counted.

(g) Upon closing of the polls the Chairman of the Board shall seal all ballot boxes and destroy all remaining ballots. The chairman shall transport the ballots to a previously designated site where the Board of Elections shall proceed to count the ballots. Should less than a majority of the members of the Board be present the advisor to the Board shall impound all ballots until such time as a majority can be assembled. The Board shall also allow the presence of a previously designated representative of each candidate and one previously designated representative of THE LANCE and WSAP. No other persons shall be admitted. Only members of the Board shall actually count the ballots.

(h) Results of the voting shall be posted in the College Union as soon as they are completed for all offices. All ballots shall be collected by the advisor to the Board and held for one month or until all challenges to elections results have been completed, after which they shall be destroyed.

(i) Appeals of Elections Board results must be made within 48 hours of the closing of the polls to the Student-Faculty Appellate Board, which shall hear and decide the case within one week of the filing of an appeal. The Attorney General of the Student Association shall represent the Board of Elections in all such cases. The right to request a recount is automatic for all candidates and must be honored.

(j) Appeals of election results for Senate seats shall be decided by the Senate.

(k) Winners of elections shall be those candidates receiving a simple majority of the votes cast in each race. In elections for seats on boards or committees winners shall be determined by taking the candidate getting the highest number of votes and subsequent candidates in descending order of votes received until all seats have been filled.

(l) In a single position election (i.e. Student Government Association position where one seat is available) the winner shall be determined by a simple majority (i.e. 50% + 1) of the total votes cast for the office. If no candidate receives a simple majority, there shall be one run-off election between the two candidates who polled the highest number of votes. If there is no simple majority in the run-off, then the candidate with the greatest number of votes will win the election. In case of a tie in the run-off elections as stipulated the matter will be sent to the acting Senate for resolution.

#### **Section 4. Elections — Dormitories**

(a) Suite Leaders shall not be included in provisions of this Act.

(b) Nominations shall open for all dormitory officers the Monday following the general election as described in Section 3. The process of nomination and election shall follow the same timetable as prescribed for campus wide elections in Section 3.

(c) No person shall vote for dormitory office candidates in any dormitory except the one in which he or she is a resident at the time of the election.

(d) The president of each dormitory shall be responsible for providing to the Chairman of the Board of Elections a list of persons not connected with the campaign of any candidate for dormitory office who will oversee balloting for that dormitory. That list will be presented to the Chairman of the Board at least three days before the election and shall completely cover the hours between 9 a.m. and 6 p.m.

(e) Dormitory elections may be held in the College Union at the discretion of the Board of Elections.

### **Section 5. Runoffs and Special Elections**

(a) Runoffs shall be declared in elections where no candidate receives a simple majority of the votes cast in the race. They shall be conducted by the Board five days after the general election, not counting Saturdays or Sundays, and shall list on the ballot the names of all candidates receiving thirty percent or more of the votes cast. Runoffs shall be conducted in accordance with Sections 3 and 4 where applicable.

(b) Should a college holiday or the beginning of exams intervene in the conduct of a special election, the process shall not be begun until the first regular class day after the end of the holiday or exam period. Winter Term included (unless in the case of dormitory elections it is found that over fifty percent of the dormitory in question will be off campus Winter Term. In this case the process shall not begin until the beginning of Spring Term.)

### **Section 6. Referenda: Amendments**

(a) The Board of Elections shall conduct votes on all amendments to the Constitution of the Student Association upon passage by the Senate, referenda proposed by chartered organizations requiring voter approval for activities or fees, and all referenda submitted by students which are accompanied by the signatures—and beside each signature, the legibly written name of each signer—of seventy-five St. Andrews Students as certified by the Registrar of the College.

(b) All items included in this section as subject to votes shall be, once verified by the Board of Elections, posted in the College Union for a period of two weeks, and then voted upon five class days after the end of the two week period. Those portions of Section 3 relating to public notification, polling locations, voting times, and ballot counting shall apply.

### **Section 7. Recall Elections**

(a) The election of any office holder in the Student Association may be revoked by passage of a recall petition by a simple majority of those eligible to vote for the officeholder in question.

(b) Upon receipt of a petition bearing the signatures—and beside each signature the legibly written name of each signer—of forty percent of the constituents of the office holder in question as verified by the Registrar of the College, or the housing officer in the case of a dorm officer, the Board of Elections shall schedule within five class days of verification of the petition, a vote on the petition. Applicable portions of Sections 3 and 4 and Section 6(b) shall apply to this section's administration.

### **Section 8. Implementation**

(a) This act shall be effective upon receipt of the signatures of the President of the Student Association and the President of the College, with the exception of those portions of this Act which relate to specific dates for the general elections. Those portions which relate to specific dates for the general elections, shall take effect the beginning of the Fall semester immediately following approval of this Act.

## **VI. QUORUM**

In order to transact any business in an Association Organization, except an academic class, a quorum must be present. A quorum is a majority of those entitled to vote. An academic class must have the consent of at least one-third of its membership before it may transact any business.

## VII. RULES OF ORDER

Unless otherwise provided for, all questions of order are decided by Roberts Rules of Order, revised.

# Student Organizations

## ADVISORS

The advisor of a club is its official liaison to the administration and faculty, and serves in a non-voting capacity. Advisors to student organizations are selected by the members of the organization. These appointments are subject to the approval of the Dean of Students and the Dean of the College.

## FINANCIAL BUSINESS OF ORGANIZATIONS

The Treasurer of the Student Association is solely responsible for all funds of the Student Association. No requisitions for funds of the Student Association will be accepted by the Business Office without authorization by the Treasurer. He receives proposed budgets from chartered clubs and organizations, submitted not less than one month prior to the end of the academic year, then formulates the budget. Final action by the Student Life Committee and the Inter-Dormitory Senate will be taken no more than one month after the beginning of the fall term.

## STUDENT PUBLICATIONS:

**The Cairn:** St. Andrews Literary Magazine

**The Lamp and Shield:** The College Yearbook

**The Lance:** The College Newspaper

**The Dialogue** is sponsored by the College Christian Council which serves to relate opinions and suggestions of the author concerning issues and situations. **Dialogue** is published at any time anyone so wishes to express such concerns, by contacting the president of the CCC.

**The Student Association Newsletter** is published by the Student Association to inform students as to the activities and concerns of the Student Association. It is a joint publication of the Student Cabinet and the Inter-Dormitory Senate.

**The Wall** is the front section of the wall between the wheelchair ramp and the steps at the College Center end of the causewalk. Any St. Andrews student who wishes to draw public attention to any ideas or concerns may paint on this section. Students are requested to follow the Code of Responsibility in the use of The Wall and to limit their use to this section only.

## **THE BLACK STUDENT UNION**

The Black Student Union is an organization which serves as a multi-cultural vehicle for its members within the St. Andrews campus. Activities include civic programs and projects aimed at providing a positive working model for the youth of the Laurinburg community while, at the same time, emphasizing the message of brotherhood.

## **WSAP**

WSAP is a student-owned and operated carrier current radio station. It offers training in all aspects of broadcasting. Sales, commercial production and announcer broadcasting are a few of the fields available. WSAP also sponsors campus activities. Membership is open to all interested students.

AM - 640 K.C.

FM - 91.1 (Cable transmission)

## **FARRAGO:**

Farrago is an organization on campus which provides folk, country folk, bluegrass, rock and roll, and jazz groups to entertain in a coffeehouse atmosphere. There are also theater performances and poetry readings at Farrago. Students are encouraged to perform, as well as professional entertainers being engaged. The Farrago facility is available when not scheduled for activities and may be reserved by contacting the Director of Farrago.

## **STUDENT NORTH CAROLINA ASSOCIATION OF EDUCATORS**

The Student North Carolina Association of Educators (SNCAE) is the professional association for college students preparing for or interested in teaching. The primary goal of the Student NCAE is to acquaint students with the professional organization for teachers. The club sponsors various workshops of interest to student educators and sends representatives to local cluster meetings, the State Convention, and the National Meeting of Student NCAE.

## **Student Organizations**

### **ST. ANDREWS CHAPTER, NORTH CAROLINA PUBLIC INTEREST RESEARCH GROUP**

The North Carolina Public Interest Research Group (NC-PIRG) is a non-profit, non-partisan organization funded by students and controlled by a state board of elected student representatives. The purpose of NC-PIRG is to articulate and pursue, through the media, the institutes of government, the courts and other legal means, the concerns of students on issues of general public interest. NC-PIRG is financed by an increase in student fees of \$2.00 per student per term. Any student who does not wish to contribute shall be entitled

to a full refund during the third week of each term from an established public office on campus.

#### **THE HIGHLAND PLAYERS:**

The Highland Players is for students interested in theatre, allowing a creative outlet for anyone who is interested in learning the various phases of the dramatic arts. The players present four major, plus several minor productions, each year. Membership is open to all members of the College community.

#### **MUSICAL ORGANIZATIONS:**

The St. Andrews College-Community Chorale is open to all interested students, faculty, staff, and community. The Chorale performs a variety of music spanning four centuries. Performances are on campus or in the Laurinburg area, at least one every semester. This group is formed without auditions.

The St. Andrews Chamber Singers perform unaccompanied music ranging from Medieval to the avant-garde. The Chamber Singers tour regularly throughout North Carolina and the Southeast. They also perform regularly on-campus and at official College functions. The Chamber Singers are selected by audition.

### **Chartered Clubs**

#### **THE HEALTH SCIENCES CLUB**

The Health Sciences Club is an organization designed to acquaint interested students with health-related fields, utilizing lectures, service projects, and pre-medical, pre-dental, pre-veterinary and pre-allied health school preparatory programs. Active membership consists of three terms of preprofessional work with a general scholastic standing of 2.80 G.P.A. or be an upperclassperson with one year of associate membership.

#### **THE JUGGLING CLUB**

The St. Andrews Presbyterian College Juggling Club was started in the spring of 1979. Its purpose is to encourage juggling on the campus of St. Andrews, and towards this end we are constantly tossing.

Since its founding, more than 50 people have been involved with the club. The S.A.P.C.J.C. has hosted guest jugglers, held work shops in juggling and performed at community events. This makes it one of the most effervescent clubs at St. Andrews. Nib scam wallie tot not. The only requirement is an interest in juggling.

#### **THE KENNEL CLUB**

The Kennel Club offers limited facilities to house student-

owned dogs. Dogs may not be brought on campus until application for a kennel has been confirmed and a list of rules has been received. Each kennel club applicant must pay \$15.00 initial dues and \$5.00 every semester thereafter. No dogs under four months of age are allowed to occupy a kennel at any time. All dogs must carry proper identification of rabies vaccination and must be examined for health and have such proof given to the president before a dog can occupy a kennel. Dogs are restricted from all buildings, including the cafeteria and residence halls. The Kennel Club itself and the ability to keep dogs on campus is a privilege. Members are allowed to house dogs only according to space and kennel limitations.

#### **THE ST. ANDREWS RIDING CLUB**

The St. Andrews Riding Club is responsible for limited boarding facilities available to student-owned horses and for club horses that can be ridden by any student who wishes to join the club. The club also offers riding lessons for St. Andrews students, which may count towards PE credit. We have a rapidly developing program for handicapped riding which may also count towards PE credit. Membership dues are \$5.00 a semester and \$2.00 an hour riding fee. A guest may accompany a member but the guest fee is \$4.00 an hour.

#### **THE ST. ANDREWS RIFLE AND PISTOL ASSOCIATION**

The St. Andrews Rifle and Pistol Association exists to promote the legitimate civilian use of firearms, to educate firearms users and the general public in the safe use of firearms, and to organize and promote firearms competition. The club maintains a firing range on the campus, and firearms are stored in special gun lockers. Any student desiring to bring a firearm on the St. Andrews campus must be a full-fledged member of the club prior to bringing the weapon on campus.

#### **ST. ANDREWS CHAPTER, NATIONAL PARAPLEGIA FOUNDATION**

This campus-based organization is open to all persons who are interested in developing an awareness of the concerns and barriers facing the handicapped population. The organization is concerned with the elimination of architectural barriers, the development of wheelchair athletics, and participation in projects affecting handicapped persons.

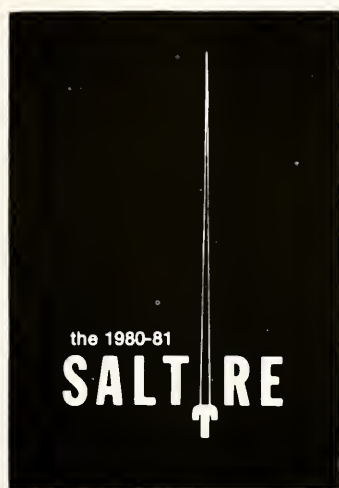
#### **ST. ANDREWS CHAPTER, WHEELCHAIR ATHLETIC ASSOCIATION**

The primary purpose of the Wheelchair Athletic Association is

to promote wheelchair sports: floor hockey, wheelchair bowling and wheelchair basketball. Membership is open to all interested students.

#### **THE SAILING CLUB:**

The Sailing Club is for those interested in boating and sailing. The purpose of the club is to promote water safety through an acquaintance with and appreciation of navigation and sailing techniques.



# Regulations

# Regulations

## Honor Code

The St. Andrews Honor Code was instituted by the students in cooperation with the faculty and attests to a belief in the integrity of the community and to the individual's responsibility for his or her own behavior. Lying, cheating and stealing, whether in academic or social situations, are serious violations of community integrity and thus are the concern of all members of the community.

All members of the community — students, faculty, administration and staff personnel — bear responsibility for maintaining high standards of conduct, and all are pledged to deal with violations of the Honor Code in a responsible way. All Honor Code offenses are reported to the Attorney General of the Student Association and accused individuals are tried by the Student Judiciary Board. Each freshman upon entering St. Andrews will sign the following pledge:

"As a member of the honor community of St. Andrews, I affirm that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor at St. Andrews."

## ON PLAGIARISM, PARAPHRASING AND THE USE OF QUOTATIONS

Plagiarism is an Honor Offense. It is the presentation of another's words or ideas as one's own, and thus is an instance of stealing, cheating, and lying.

Academic institutions are plagued by the fact that students reveal an incomplete understanding of certain very basic matters connected with the writing of critical essays and papers. This statement is made in order to clarify some of these points and to forestall claims of innocence and ignorance regarding plagiarism in its two most common forms: the use of direct quotations and paraphrasing.

### PLAGIARISM

**Webster's New Collegiate Dictionary** defines plagiarizing in this way: "To steal, purloin and pass off as one's own (the ideas, words, etc.) of another." If a student deliberately copies the exact words of a clause, sentence, or paragraph written by another without enclosing these words in quotation marks and citing their source in a footnote, he is guilty of plagiarism. If a student presents in his own words the ideas of another without citing the source in a footnote, the student also is guilty of plagiarism. The mere fact that the student has not quoted the author's words directly does not absolve the student from the responsibility for giving credit for an idea not his own.

Plagiarism can be avoided by following careful procedure in paraphrasing and the use of quotations.

### PARAPHRASING

**Webster's New Collegiate Dictionary** defines paraphrasing as "To say the same thing in other words . . . A restatement of a text, passage or work, giving the meaning in another form . . ." In general, the procedure for paraphrasing is this: the student should read the material to be paraphrased as often as necessary

to grasp the substance of the writer's idea. Then, without referring to the source, the student should write his own version of the idea. Finally, the student should check his statement of the idea against that of the source in order to be sure that (1) the student has not unconsciously reproduced the author's words and (2) the student has accurately represented the thought of the source. Then the student should cite the source of his paraphrase in a footnote.

## **QUOTATIONS**

Good scholarship requires the limited and discriminating use of quotations. The student should use quotations only when there exists the need to reproduce precisely the author's position or to show that the writer's phrasing was so vivid or felicitous that the student could not improve upon it.

A critical essay or research paper should not consist of a series of paraphrases and quotations. The student must learn to remember where he got the ideas and information, and must clearly cite the sources upon which he has relied. In addition, the student must show in writing that he can analyze, interpret and evaluate the source materials which he encounters.

General College policy concerning civil violations, firearms, drugs and alcoholic beverages come under the Code of Responsibility.

## **ALCOHOLIC BEVERAGES**

Permission to possess or consume alcoholic beverages other than within the residence hall suite is granted only by the Office of Student Life Services. Suite parties are permitted in the dormitory and must be scheduled through the Residence Hall Director.

In accordance with the Code of Responsibility, printed below are laws pertinent to the use of alcoholic beverages in Scotland County:

G.S. 18-51(6) makes it unlawful for any person, association or corporation to permit any alcoholic beverages to be possessed or consumed upon any premises not authorized pursuant to Chapter 18 of the General Statutes, and for any person to possess or consume alcoholic beverages upon the premises where not authorized by law or where the persons have been forbidden to possess or consume alcoholic beverages by the owner or person in charge of said premises.

G.S. 18-90.1 makes it unlawful for any minor under the age of 18 years to purchase or possess the products described in G.S. 18-64, to-wit: beer and wine, etc., and also for any person under 21 years of age to purchase or possess alcoholic beverages, to-wit: liquor.

Under G.S. 18-51 a person who is at least 21 years of age may possess and consume alcoholic beverages as authorized in this section.

## **PROHIBITION OF WEAPONS**

The North Carolina General Assembly passed House Bill No. 499 on April 27, 1971 which "strictly prohibits the possession of any gun, rifle, pistol, bowie knife, dagger, switch-blade knife, explosive of any kind, etc.," on any college campus, public or private.

Members of the St. Andrews Rifle and Pistol Association may have weapons, but such weapons must be stored in special lockers provided by the College. Only Rifle and Pistol Association members are permitted to store weapons in the special

lockers. A student must be a member of the Association prior to bringing a weapon on campus. All weapons must be registered with the St. Andrews Security Force. Under no circumstances are weapons permitted in dormitory rooms, suite lounges and other public areas.

## **NORTH CAROLINA CONTROLLED SUBSTANCE ACT (1971)**

The 1971 General Assembly recently enacted the North Carolina Controlled Substances Act (Ch. 919, 1971 Sessions Laws—effective Jan. 1, 1972) which makes significant changes in North Carolina's drug laws. The act is patterned after the federal Comprehensive Drug Abuse Prevention and Control Act (1970) and includes provisions for increased criminal penalties as well as for treatment, education, and research.

The criminal provisions are arranged in six basic schedules in order of severity. The "controlled substances" are grouped within the various control schedules according to the following criteria: 1) potential for abuse, (2) medical value, (3) potential for physical or psychological addiction, and (4) relative danger to society. For example, heroin, LSD, mescaline and peyote are listed in Schedule I; opium and cocaine in Schedule II; amphetamines and barbiturates in Schedule III; phenobarbital in Schedule IV; codeine in Schedule IV; and Marijuana and THC in Schedule VI, the least severe penalties. Felony level penalties up to life imprisonment are prescribed for most violations with monetary fines from \$5,000 to \$15,000. Criminal penalties are largely dependent upon the schedule and the classification of the offense into simple "possession" or more severe "distributing" (selling) categories. However, there is a statutory presumption of possession with intent to distribute if one possesses more than a specified minimum amount of "controlled substance." For example, possession of more than one ounce of marijuana or more than one-tenth ounce of THC carries a presumption of intent to distribute and thus a more severe penalty. Simple possession of Schedule II, III & IV substances are misdemeanors for the first offense although later offenses are considered felonies. The first two offenses of possession of Schedule V & VI substances are misdemeanors. Distribution of any controlled substance by a person between 18 and 21 years old to one under 18 who is also at least three years younger than the distributor is to be punished by twice the normal punishment provision. Similarly, distribution by a person 21 years or older to a person less than 21 years is to be punished by not less than 10 years to life and/or up to \$15,000 fine. One significant provision allows for the conditional discharge and expunction of the criminal records for first offenders of possession of Schedule III to VI substances after fulfilling probation requirements (which may include rehabilitation treatment), thus erasing the stigma of a criminal record.

Courts are given some discretion in sending offenders to treatment rather than penal facilities. Physicians and other practitioners are not to disclose the names of drug abusers who come to them for treatment; nor is such information admissible in evidence in courts of law.

The Department of Public Instruction and the Board of Higher Education are directed to carry out educational programs designed to prevent and deter misuse and abuse of controlled substances.

The Student Life Committee has adopted the following policies with regard to Controlled Substances:

- A. As members of the Honor Community, all students indicted on a felonious charge will withdraw themselves from the college until the charge has been resolved by the civil authorities. At that time, if innocent, the student returns to the campus with reimbursement of rent for the period of time he or she did not

occupy his or her designated dormitory space.

- B. In the event that Student Life Services is led to investigate a complaint concerning the possession of controlled substances and as a result charges any student with a violation of College regulations in regard to the possession of controlled substances that student will withdraw himself from campus residency. He may appeal this action to a special appeals committee consisting of two students, one faculty member and one representative of Student Life Services (which committee serves at the pleasure of the President of the College). He must notify Student Life Services within 48 hours of the placing of the charge of his intent to appeal. The appeal will be heard within five days of such notification. On the basis of the outcome of this appeal, the provisions of Section A above will apply.
- C. In cases of financial hardship, a committee of the Honor Community consisting of a representative of the Office of Financial Aid, a representative of Student Life Services, and the appropriate Dormitory President will recommend appropriate action to the President of the College.

## CONVICTED FELONS

The Student Life Committee adopted the following policy concerning the treatment of any student convicted of a felony:

Any student convicted of, or pleading "guilty" or "no contendre" to a felony committed while in residence at St. Andrews (this is to be interpreted as applying to any student living on or off campus) will be suspended immediately, and will not be permitted to apply for readmission to St. Andrews for one full academic term excluding Winter and Summer terms). During that term, he must not enter college property without prior permission from the office of Student Life Services, and he must avail himself of counseling services and a report from his counselor must be submitted to the College.

## SELLING AND SOLICITING

Only the Vice President for Business Affairs and the Dean of Students may grant permission to sell or solicit items or services on campus. Any commitment by a student to a solicitor, whether authorized or not, is a personal commitment for which the College can assume no responsibility. Agents without a written permit from the Office of Student Life Services should be reported immediately.

## FISHING

All state regulations regarding public fishing apply to Lake Ansley Moore. Any resident of Scotland County may fish with a

pole and natural bait. However, use of artificial bait requires a valid North Carolina fishing license.

## **Residence Policies**

While the following regulations are intended primarily for resident students, on campus or at college events, all students are expected to observe these guides. All students, including men and women not residing with parents, guardian, or spouse are classified as resident students.

While hall councils, resident assistants, and resident directors have primary responsibility and authority in maintaining an atmosphere conducive to study and personal growth in the residence halls, it is each student's responsibility to become involved in this endeavor. If conflicts arise, several approaches to problem resolution are available: a personal confrontation, a suite meeting, a hall council meeting, or a conference with a hall resident assistant or resident director. In every instance, conversation should precede action and as in all disciplinary cases, the student's total academic and citizenship record will be weighed against specific charges.

### **ROOM CHANGE**

Students may change rooms and/or roommate after filing a request and receiving approval from the Resident Director and Assistant Dean of Students. Copies of this request form are available in the Student Life Office or residence hall. Students wishing to change accommodations to a private room must submit a request and be placed on a waiting list. Students who change rooms without the approval of the Assistant Dean of Students will be subject to a \$25.00 fine. This fine applies to all persons occupying rooms other than those to which they have been specifically assigned by the Student Life Office.

### **PRIVATE ROOMS**

Private rooms are available at an extra cost. If a student's roommate moves elsewhere, the student who remains must find a new roommate or accept a new housing assignment by the Residential Life Office. A request to retain the room as a private room must be filed separately by the remaining student who will be assessed one and a half times the double room rate if approved.

### **PERSONAL POSSESSIONS**

A student is responsible for all items in his/her possession. Students are encouraged to lock doors when leaving their rooms at all times.

IMPEACHMENT OF SUITE LEADERS

To impeach a suite leader, a list of grievances signed by a two-thirds majority of the concerned suite will be presented to the appropriate dorm council. The council will investigate the grievances and vote by a two-thirds majority for the removal of the suite leader or waive the proposal. If the suite leader is removed, the suite will elect a new suite leader.

RESIDENTIAL LIFE STAFF

The Resident Assistant (RA) in each hall is the peer counselor, advisor, suite consultant and first line of staff for behavioral problem solution. Conflicts which cannot be resolved by residents and/or suite leaders are to be brought to the RA for consultation. If, after conference with the RA, the behavioral problem persists, the matter is referred to the Resident Director (RD), who can exercise the option of further discussion with the resident(s) responsible or can refer the negligent parties to the appropriate judicial authority (Hall Council or Student Judicial Board) for adjudication.

Room inspections may be conducted only by a member of the staff, together with a student leader, and then only at the direction of the Student Life Office. Normal maintenance procedures may require college employees to enter rooms at other times during the year, including vacations. Normally, each hall is inspected once a month for purposes of health, safety, and maintenance evaluation. Specific policies concerning room inspection are covered in the "Personal Privacy and Safety" section of the Code of Responsibility.

OVERNIGHT GUESTS

All overnight guests must be registered with the Resident Director. All visitors staying longer than three nights must have permission in writing from the Student Life Office. A former student, not in good standing with the College, may not be a guest in a dormitory without the permission of the Dean of Students. Guest rooms in Concord, Mecklenburg, Wilmington and Winston-Salem residence halls are available for overnight guests at the following charges:

Regular Rooms:

Room \$5.75 (without linens)	Board \$5.25	TOTAL \$11.00
Room \$7.50 (with linens)	Board \$5.25	TOTAL \$12.75

Guest Rooms:

Single occupancy: \$7.00 the first night, \$5.00 each night thereafter:

Double occupancy: \$10.00 the first night, \$7.00 each night thereafter.

## OFF-CAMPUS RESIDENTS

Since St. Andrews is a residential college, all students are required to live in the dormitories on campus unless they are living with parents, guardian or spouse. All students who wish to reside off campus must complete an application for off-campus housing and have permission of the Assistant Dean of Students. The College policy allows 16 persons, who would normally be required to live on-campus to live off-campus with preference given to seniors. Basic college regulations apply to off-campus residents.

## SPECIFIC REGULATIONS REGARDING USE OF RESIDENCE HALLS

1. Authorized personnel have the right to enter any space or room in residence halls for the purpose of assuring fire prevention, health standards, safety and maintenance.

2. College officials may enter and conduct an authorized search of a student's room for the purpose of investigating violations of College residence hall regulations according to procedures described in the St. Andrews Code of Responsibility. The College reserves the right of entry without notice in circumstances of an emergency nature posing a threat to life or property.

3. Students will be fined for driving nails, tacks, and screws into the walls, ceilings, doors, woodwork, furniture, or floors. Burn marks as well as any evidence of abuse to room or furnishings will also result in fines.

4. Damages: In the event of damage to a room, furniture, or furnishings the College will charge the cost of repair to the occupants of that room until responsibility for such damage is determined. The cost of repairs for damages to other areas of the hall will be charged to all hall residents and deducted from hall activity fees until responsibility for such damage is determined.

5. Explosives: Possession of fireworks, firecrackers, firearms, explosives or other dangerous weapons is in violation of College policy. Shooting of fireworks either in the residence hall or in the vicinity thereof will be subject to adjudication by the respective hall council.

6. Pets: Pets are not permitted in the residence halls. The only exceptions to this policy are guide dogs accompanying blind persons and aquarium specimen.

7. Visitation: All halls are closed from 3:00 A.M. until 9:00 A.M. Each hall or suite may choose to legislate stricter hours. Extended open hours may be obtained on a day-to-day basis through the approval of the respective hall president or vice-president, and the office of Student Life Services. The request for extended hours

must be made 24 hours in advance of the particular night in question.

8. Hall Roofs: For the protection of lives and property, no one is permitted to use the roofs of residence halls without prior approval from the Director of Physical Plant. Violations will be subject to adjudication.

9. Noise Level: Residents are expected to show consideration for others at all times and should avoid excessive noise.

10. Flammable Items: Decorative items, such as fishnets, parachutes, and other such flammable items should be fireproofed.

11. College Property: Residence hall furnishings and fixtures are not to be dismantled or relocated without the written permission of the Residence Director. A charge to store unused parts may be levied by the Residential Life Office.

12. Safety Equipment: A resident will be subject to disciplinary action and termination of the housing contract for tampering with hall safety equipment.

13. Cooking: Due to health and safety reasons, cooking is not permitted in suites located in those residence halls with kitchens. Those students receiving permission to prepare a special diet may do so only in accordance with hall facilities and policy. Only closed coil, U.L. Seal of Approval, electrical appliances may be stored in student rooms for use in kitchens and/or other designated areas. Refrigerators of less than six cubic feet are permitted, with rental units available through the Student Association. Food kept in the residence hall should be stored in closed containers. All food utensils and food preparation devices must be cleaned immediately after use and not left in bathroom areas.

14. Furniture: Loss of furniture should be reported to the Residence Director, as furniture will be charged to the occupants until recovered. Furniture and furnishings will not be removed from rooms or suite lounges. Students with college-owned furniture in their rooms without the approval of the Student Life Office will be required to return the furniture to its proper place and will be assessed a fine.

15. Painting: Permission to paint rooms must be secured from the Assistant Dean of Students. Applications may be secured from the Student Life Office.

16. The student agrees that any personal effects, valuables, or other property left in the residence hall at the close of the academic year shall be considered abandoned property and may be retained by or disposed of by the College.

17. Bicycles or motor vehicles of any type, (save for handi-

capped person transportation) or parts thereof, are not permitted in the residence halls.

18. No items are to be stored in halls, suite lounges, bathrooms, or in any public areas except storage areas authorized by the Student Life Office.

19. No refrigerators are to be kept in bathrooms.

20. Any St. Andrews student living in a residence hall may have a waterbed in his/her room, provided he/she meets two requirements: (1) Before he/she installs the waterbed the student must notify the dorm president, the suite leader, and the Student Life Office, (2) Before he/she installs the waterbed, the student must sign a statement of financial responsibility for any damage that may be caused by the waterbed.

## PARTY GUIDELINES

### I. Definition of Terms:

**Closed event:** An event (party, movie, etc.) includes only members of the residence hall in which it is held.

**Open event:** An event that is open to residence hall individuals, off campus people, or guests other than the members of the residence hall where the event is held.

**Party Permit:** A written form that includes information on type, location of party or event, and those individuals who agree to sponsorship and who will be responsible for the event. A party permit is required whether alcohol is served or not. The party permit may be obtained from the Student Life Office or the Residence Hall Director (or in the absence of the Resident Director from the Resident Assistant) and filed as specified below.

### II. CLOSED EVENTS/PARTIES

- a. **A Closed Suite Party** is a party that takes place in one suite and involves only residents of the hall in which it is held. The members of said suite are responsible for damages and for cleaning up within that suite. Suite parties require the filing of a party permit for approval with the Resident Director.
- b. **A Multiple Suite or All Residence Hall Party** that is closed to only hall members requires the filing of a party permit for approval with the Resident Director.

### III. OPEN EVENTS/PARTIES

- a. **Suite and Multiple Suite** sponsored events or parties that are open to individuals outside of the residents of that hall

must file a party permit for approval with the Residence Hall Director. An All Residence Hall sponsored event or party that is open, must have a party permit filed for approval with the Student Life Office.

- b. The Student Life Committee strongly urges the use of Farrago for multiple suite or all residence hall parties. In the use of Farrago or other campus buildings (aside from residence halls) the party permit must be filed for approval with the Assistant Dean of Students. This individual will be responsible for pre-and-post-event arrangements.
- c. Chartered organizations and the College Union Board must obtain a permit for approval from the Student Life Office with signatures of those responsible for said party/event and designating the area and time the party will take place. The Student Life Committee urges the aforementioned to utilize Farrago for its functions.

#### IV. ADDITIONAL PARTY GUIDELINES

- a. A given residence hall may sponsor a party in or near the hall area or at Farrago provided student organizers and a faculty or staff person assume **responsibility** for the event as indicated in the party permit. In the event of failure to clean up after a party, or in case where destruction of property or other detrimental behaviour results, as determined by the proper representative of the Student Life Office, and where a guilty party is not determined, the persons whose signatures appear on the permit will be held responsible. Furthermore, money for damages will be taken from that hall's treasury.
- b. Those student leaders and faculty or staff members designated as advisors or responsible individuals for an event or party are required to attend the function and will be held accountable if need be.
- c. All kegs, whether for party or informal individual use must be registered with the Resident Director with a regular party permit.
- d. Enforcement of these guidelines will rest with the Resident Director who will refer violations to the hall councils. All other event/party violations involving campus wide parties, CUB or chartered organizations will be referred to the campus judicial board.
- e. The reasons for such a policy involve documentation, security, and freedom with responsibility.

- f. The above policy will adhere to the state liquor laws concerning the use of alcohol and to those policies that specifically concern the St. Andrews community. (Because it is illegal to provide hard liquor to individuals under the age of 21, parties which provide such alcohol are prohibited.)

## MOTOR VEHICLE REGULATIONS

All vehicles<sup>®</sup> must be registered for each academic year and decals displayed on the left side of the rear bumper. Vehicles must be registered within two weeks after the official class registration date of said semester. The cost for the registration of a vehicle is \$5.00. Any student of St. Andrews Presbyterian College, with a motor vehicle on campus without a registration decal after the registration period, will be subject to a \$5.00 fine for the first offense. The second offense of no registration within one term will result in an additional \$5.00 fine and removal of the vehicle from campus, until the fines are paid and the vehicle is properly registered. Students who bring a vehicle on campus after the registration date, may obtain a registration form and decal from the Campus Security Office. If a student changes cars at any time during the school year or for some other reason needs another sticker, it may be obtained from Campus Security for a fee of \$2.00.

The following traffic and parking rules are to be observed by the operators of motor vehicles while on the campus of St. Andrews Presbyterian College. The person in whose name a vehicle is registered, is responsible for all violations in which that vehicle is involved.

All Traffic Rules and Regulations of the State of North Carolina apply to vehicular traffic on St. Andrews' property.

## PARKING REGULATIONS

A. Overnight parking is restricted to the regular parking lots. Vehicles parked elsewhere between the hours of 1:00 a.m. and 7:00 a.m., will be subject to a \$1.00 fine.

B Overnight parking in the traffic circle in front of the College Center is prohibited. Vehicles parked in the traffic circle between the hours of 1:00 a.m.-7:00 a.m. will be subject to a \$1.00 fine.

C. Short-term parking (15 minutes) is allowed at the yellow curb in the traffic circle in front of the College Center. Parking longer than the 15 minute limit will result in a \$1.00 fine.

D. The blocking of a wheelchair ramp will result in a \$5.00 fine for the first offense. The second offense of blocking a wheelchair ramp, in one term, will result in a \$10.00 fine and the removal of the vehicle at the owner's expense.

E. Non-handicapped persons parking vehicles in spaces in the Liberal Arts parking lot that have been designated and marked as "Reserved For Handicapped" will be subject to a \$5.00 fine.

F. Parking in reserved parking area; i.e. Rehabilitation Center parking lot, behind the cafeteria kitchen parking lot and the Vardell parking lot, by unauthorized persons, will result in a \$1.00 fine.

No student vehicle shall be driven or parked near a dorm, without permission from the Office of Student Life Services, or Security, except at the beginning and end of terms and vacations; at which time vehicles may be driven to the dorms for the purpose of loading or unloading only, and returned to a proper parking lot immediately upon completion of unloading. Vehicles must be parked on the sidewalk near the dorms, and not on the grass. Vehicles must not block the ramps leading into the single story dorms. Vehicles found in violation of this regulation, will be subject to a \$5.00 fine.

First offense for speeding and careless and reckless driving will result in a \$15.00 fine. Second violation for this offense will result in a summons to regular District Court in Scotland County.

The causeway across the lake is for wheelchair and pedestrian and bike traffic only. No motor scooters, motorcycles or autos are allowed in this area. Violations will be subject to a \$15.00 fine.

In addition to the actions taken by the traffic court persistent violators will be notified by campus mail by the Chief of Security of their violations. If these violations continue the vehicle will be towed away at the owner's expense.

#### ALL TICKETS ARE TO BE PAID AT THE BUSINESS OFFICE.

Visitors who receive parking tickets, should appeal at the Security Office, located in the Pate Hall Conference Center.

#### VIOLATIONS

First Violation: \$1.00 fine.

1. Parking by yellow curb, leaving vehicle unattended.
2. Parking in a prohibited zone.
3. Obstructing traffic.
4. Parking overnight in a restricted zone.

First Violation: \$5.00 fine.

1. No College registration.
  2. Vehicle on grass, sidewalk, or near dorm, without permission.
  3. Operating a vehicle on the causeway.
- First violation \$15.00.

4. Careless and reckless driving on campus.
5. Blocking a wheelchair ramp.

**Bicycles:** Each bicycle must be registered with the Office of Student Life Services. One registration covers the bike for the full time a student remains at St. Andrews Presbyterian College. The registration decal must be displayed, and it may be obtained at no cost. Locks are strongly recommended. Bicycle operators are to recognize that pedestrian traffic has the right of way. Bicycles are not to be operated on the sidewalk ramps around the upper level of the College Center, also bikes are not to be ridden on the wheelchair ramp at the end of the causewalk on the academic side of the campus. Bicycles are not permitted inside any building on campus. Bicycles in violation of these rules will be picked up by Campus Security and a fine of \$1.00 will be levied when the bike is released to the owner.

### **Academic Regulations**

Questions concerning academic regulations should be directed to the Dean of the College and the Faculty Executive Committee. Additional information on the following matters may be found in the 1979-80 St. Andrews College Catalog: degree requirements, declaration of a major or area of emphasis, registration, course load, academic probation and dismissal, residence requirements, withdrawal from the College, transfer credits, summer school, correspondence study, and studies abroad.

### **REGISTRATION**

Necessary changes in registration may be made by the use of forms obtained in the Office of the Registrar. The original must be approved by the student's advisor and the professors concerned. The change is not official until the form is returned to the Registrar. Withdrawal from a course is regarded as a change in registration and is cared for in the manner described. Failure in the course will be recorded for those who do not comply with the above. A student may not register for a full program of courses after the first week of the term.

### **CLASS ATTENDANCE**

Regular class attendance is an important student obligation and a student is responsible for all the work, including tests and written work, done in all class meetings. No right or privilege exists which authorize a student to be absent from any given number of class meetings.

The instructor in each course will announce and maintain an

absence policy in keeping with the nature of the course. Each student should clarify this policy at the beginning of each course.

When absences from class indicate a serious lack of commitment, upon request from the professor concerned, the Associate Dean of the College will send an official warning to the student. If attendance does not improve after the warning, the student will be involuntarily withdrawn from the course and will receive the grade of W for the course.

## SYSTEM OF GRADING

Each student receives a grade in each course at the close of the term. The grading system is as follows:

Grade	Grade Points**	Interpretation
A	4.0	A grade in the A range indicates an excellent performance in which there has been distinguished achievement in all phases of the course.
A—	3.7	
B+	3.3	A grade in the B range indicates an above average performance in which there has been a high level of achievement in some phases of the course.
B	3.0	
B—	2.7	
C+	2.3	A grade in the C range indicates an average performance in which a basic understanding of the subject has been demonstrated.
C	2.0	
C—	1.7	
D	1.0	A grade of D indicates a passing performance in which despite recognizable deficiencies there is enough merit to warrant credit.
F	0	A grade of F indicates failure and will be recorded but will not be counted as a course attempted when computing grade point averages.
W	0	A grade of W indicates withdrawal from class and will be recorded but will not be counted as a course attempted when computing grade point averages.
I	0	A temporary grade of I indicates an incomplete for a course.
P	0	A grade of P indicates satisfactory performance in a course and will be recorded

but will not be counted as a course attempted when computing grade point averages.

**\*\*** Grade points are the numerical equivalent of the letter grade. The student's grade-point average is computed by dividing the number of grade points earned by the number of courses completed with a grade of "D" or above.

## **PASS-FAIL OPTION GRADING**

Students with junior or senior standing may select a total of two elective courses to be graded on a pass-fail basis. Students who wish to designate a course to be graded on the Pass-Fail Option must do so in the Office of the Registrar no earlier than four weeks before the end of classes and no later than two weeks before the end of classes.

## **REPORTS OF GRADES**

Parents as well as students receive academic reports at the end of each term and are also informed of any disciplinary action. Students, however, are expected to inform their parents in such cases and not leave the responsibility entirely to officials of the College.

Any student who is not a dependent (for tax purposes) of parents and does not want copies of grade reports sent to parents should notify the Registrar's Office. An affidavit certifying that the student is not a dependent of parents may be required.

## **CLASSIFICATION OF STUDENTS**

A student's classification depends upon the amount of college credit received. Credit for college work is recorded in courses satisfactorily completed. A student is classified as:

- (1) A senior, upon passing 26 courses.
- (2) A junior, upon passing 17 courses.
- (3) A sophomore, upon passing eight courses.
- (4) A freshman if the regular admission requirements have been met.
- (5) A special student, if admitted as a non-degree candidate. Regularly matriculated students may not choose this classification to avoid required courses.

## **ACADEMIC PROBATION AND ELIGIBILITY TO CONTINUE IN COLLEGE**

The quality of academic work done by individuals in this com-

munity determines not only the benefits to that individual but the benefits of his or her presence to the community. When the quality of that work puts these benefits in question, the college and the student both need to consider the advisability of the student's continuance here.

To maintain satisfactory progress toward a degree, a full-time student classified as freshman, must have a cumulative grade point average of 1.50; if classified as sophomore, must maintain an average of 1.90. Students must pass at least three courses during a regular term to maintain satisfactory progress. Students failing to maintain this progress in grade point average or in courses passed will be suspended or placed on academic probation, if allowed to continue. Students failing to maintain a cumulative 2.0 grade point average and students failing to attain 2.0 grade point average in a regular term will receive an academic warning letter.

A student on academic probation who fails to show marked improvement in academic work during the following term may be asked to withdraw from the College. A student still on academic probation after two successive regular terms on academic probation is normally ineligible to return. In any case, continuance on this status or dismissal from the College is determined in consultation with the Dean of the College and the Faculty Executive Subcommittee on Student Problems.

## RESIDENCE REQUIREMENTS

Since St. Andrews is a residential college, all students are required to live on campus, when available space permits unless they are living with parents, guardian, or spouse, or within commuting distance. Single undergraduate men and women fully admitted, but for whom no space on campus can be assured, or who specially request, may reside off-campus subject to approval by the Assistant Dean of Students. Basic College regulations apply to off-campus residents.

A student must spend the senior year at St. Andrews and obtain credit for at least the last nine courses to receive a degree from the College.

## GRADUATION REQUIREMENTS

- (1) Grade point average of 2.0 on all work attempted at St. Andrews.
- (2) Grade point average of 2.0 in the major field taken at St. Andrews.
- (3) Twelve courses at the 300-400 level which can include electives as well as courses in the student's major.

- (4) Credit for 36 full-credit courses, one winter term for each year of enrollment, and a 37th course consisting of passing work in four terms of physical education activity courses, and satisfactory completion of the basic swimming requirement.

## **COURSE ADDITIONS, WITHDRAWALS AND CONDITIONAL GRADES**

Students are permitted to drop or add courses with the approval of their faculty advisor for a period of one week following registration day. After this time, a grade of W is recorded. No student may withdraw from a course during the two weeks preceding the final examinations of the term without the approval of the Faculty Executive Committee.

Any student may be dropped for cause from any course at any time upon recommendation of the professor and the approval of the Dean of the College. Sufficient cause for dropping a student would include excessive absence (see "Attendance Regulations"), lack of preparation, general neglect, unwholesome attitude, or improper conduct in class.

The College Physicians at any time may recommend to the Faculty Executive Committee that a student be allowed to drop a course for medical reasons. The Dean of the College or the Dean of Students may make a similar recommendation when circumstances surrounding a student's work are of an unusual nature. In such cases, a grade of W will be recorded.

An incomplete, I, is given only when circumstances do not justify giving a specific grade. It must be removed within the first four weeks of the term following the one in which the incomplete was received. If not removed within the authorized time, the incomplete will be recorded as a failure, F.

A failure, F, cannot be removed from the student's record. If the course failed is required for graduation or a major, it should be repeated the next time it is offered. A repeated course is entered on the record with appropriate grade and both attempts are treated as courses attempted. A course for which credit has been received cannot be repeated without permission of the student's faculty advisor and the Dean of the College.

## **EXAMINATIONS AND REVIEWS**

A student who has final examinations in three successive periods may ask the Dean of the College or the Registrar for an adjustment in the time of such examinations.

Unsatisfactory grades at mid-term will be reported to the student involved. Where the record as a whole is unsatisfactory, a letter may be sent to the student, parents or guardian from the Dean of the College.

#### GRADE APPEAL PROCEDURE

In the event that a student feels that the grade for a course is not a fair evaluation of the student's effort and performance, the student should make every attempt to resolve the difficulties by discussion with the instructor involved.

If such discussions do not result in a satisfactory solution to the problem, the student should seek the assistance of the appropriate program chairman in resolving the problem.

If this fails, an ad hoc committee shall be formed by the program chairman. This committee shall consist of three faculty members; one appointed by the instructor involved, another by the student, and the third (who shall be chairman) by agreement of the first two faculty members selected. It is expected that the committee will receive full cooperation from all parties involved. To take effect, the committee's decision must be ratified by the Dean of the College.

Any formal grade appeal action involving a committee must be initiated by the student at least two weeks prior to the date for clearing incompletes for the term in which the course was taken. The committee shall reach its decision before the date for clearing incompletes for that term. When special conditions exist, this timetable may be altered by the Faculty Executive Committee.

#### WINTER TERM

Arrangements may be made to take winter term courses at other colleges on the 4-1-4 calendar as well as off-campus courses offered by those colleges. Students interested in exchange programs should consult the Winter Term Coordinator to insure the proper handling of exchange applications.

#### SUMMER WORK AT OTHER INSTITUTIONS

Students desiring to receive credit toward graduation for summer courses at another institution must have the approval of their faculty advisor, the chairman of the division in which the corresponding course is taught, and the Registrar. The institution in which work is taken must be fully accredited. Credit will be granted only for courses of college level which are also allowed toward graduation by the institution conducting the summer school. For credit the courses must be completed at the "C" level or higher. The student

is responsible for requesting the institution to mail an official transcript of summer work to the Registrar at St. Andrews as soon as the courses are completed.

## CONSIDERATION FOR READMISSION

Students who wish to be considered for readmission should contact the Dean of the College or the Associate Dean of the College.

Students who have withdrawn voluntarily from the college while in good academic and social standing, will normally be readmitted to the college upon receipt of request.

However, students who withdraw from the college while their academic or social records were not in good standing, or students who have been suspended from the college for academic or social reasons, must produce evidence of having corrected such deficiencies, or that they now have the capability of correcting such deficiencies before their request for readmission may be considered.

## PROBATIONARY REGULATIONS

Probation is a means of communicating to and warning students, their parents or guardians, and others concerned that the student is not demonstrating satisfactory academic achievement and/or citizenship.

Probationary status may be invoked for any of the following causes:

- a. Unsatisfactory academic performance
- b. Unsatisfactory citizenship
- c. Excessive absence from class or laboratory

When a student is placed on probation for one of the above reasons, he should realize that continuation at the College is in serious jeopardy. If additional probationary action is invoked for a different cause, the student may expect dismissal from the College. Students under probation during consecutive terms can expect suspension if probation otherwise would seem appropriate for the ensuing term.

Students under probationary status are expected to exhibit evidence of improvement in academic achievement and citizenship. Lack of such evidence, in the judgment of the Student Association judiciary, the Deans of the Faculty Executive Committee, may result in suspension or dismissal without further hearing when such action appears to be warranted.

The Faculty Executive Committee through its Sub-Committee

on Student Problems may review a student's record at any time and invoke warning, probation, or suspension, or remove a student from such status, if in the Committee's judgment, such action is warranted. Particular attention will be given to student records at each grading period.

**WITHDRAWAL FROM THE COLLEGE**

Application for complete withdrawal from the College should be secured by the student from the Office of the Dean of Students. While the several signatures which need to be obtained on the application form seem onerous to the student wishing to leave the College, they are necessary to assure that the record is cleared before the student leaves.

Students withdrawing during the first week of classes receive no grades. After the first week of classes, grades of "W" are given under the same procedure used for dropping one course. Students who leave the College without completing the withdrawal procedure will receive failing grades in all courses and will not be entitled to refunds.

Withdrawing students are entitled to refunds as follows, to be mailed within ten days of completed withdrawal:

a. Tuition:

<b>Date of Completed Withdrawal</b>	<b>Amount of Refund</b>
During first week	75%
During second week	50%
During third week	25%
After third week	none

Tuition refund insurance is available on an optional basis to those who wish to insure against contingencies which require withdrawals after the third week.

- b. Board refund is allowed regardless of when withdrawal occurs. It is prorated on the basis of the number of meals served through the day withdrawal is completed.
- c. No refund is allowed for room charges, regardless as to when withdrawal occurs. The College reserves the right to reassign the room of a student who withdraws or goes on leave during any academic term.

**TRANSFER CREDITS**

Transfer credits from other institutions approved by the appropriate regional accrediting agency will be granted in full provided the courses taken correspond to work offered at St. Andrews.

Courses passed with grades of less than "C" are accepted in transfer only if the student's overall record at the previous institution averages "C" or above.

## **St. Andrews Code of Responsibility**

### **PREAMBLE:**

St. Andrews is a church-related, coeducational, residential, liberal arts college. It exists to liberate men and women socially, intellectually, and religiously. Its purpose is to develop men and women whose leadership and service are an expression of their critical, creative and disciplined minds and lives and of their humane concern. The effectiveness of such an educational process is determined by the quality of the total life of the college community.

The College recognizes that excessive conformity prevents community and forbids individuality. Similarly extreme individualism not only prevents individual growth, but denies the individual's responsibility for his brothers' good in community. Therefore, the College endeavors to hold in meaningful and balanced tension both independence and inter-dependence. To give its members an opportunity for maturation it advocates freedom; to ensure the existence of a viable community it insists upon the exercise of responsibility. It believes that its educational purposes can best be accomplished in an atmosphere of responsible freedom and commitment rather than by means of superficial conformity to a set of detailed rules and prohibitions. It believes that responsible maturity is more likely to develop when each member of the community is both free and obligated to struggle with principles of conduct and to accept full responsibility for his own actions and decision.

To honor these commitments of St. Andrews, this Code is subscribed to and honored by the entire College community: Board of Trustees, administration, faculty\* and students. It is recognized that every particular will not apply equally to each of these segments of the College. Nevertheless, the spirit of the whole does apply, and each segment should embrace the particulars in ways appropriate to its conditions and needs.

**Honor System.** Each member of the College community is expected to subscribe to the St. Andrews Honor Code: "As a member of the Honor Community of St. Andrews, I pledge that I will not lie, cheat, or steal, nor will I tolerate this conduct in any other member of the community. I will do all within my power to uphold the high standard of integrity and honor of St. Andrews."

**Academic Responsibility.** Students have the right to take reasoned exception to selected data or views offered in courses and to reserve judgment about matters of opinion. They are, therefore, protected against prejudicial or capricious evaluation. Professors have a responsibility to inform students concerning course expectations and criteria for performance evaluation and to maintain office hours for conferences with students who need counsel and advice regarding their progress in the course. Students are responsible, however, for learning the content of any course in which they are enrolled; and they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Knowledge of student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Members of the student body and members of the faculty

*\*The Faculty approves the Code with the proviso that any reading or interpretation of this Code is null and void which is at variance with the By-Laws of the Faculty or the Student Constitution which the Faculty approves and that this qualification be published with any official report or publication of the Faculty's approval of the Code.*

should be protected from arbitrary curriculum changes (e.g. catalog changes, changes in major requirements, without following appropriate procedures).

**Academic and Disciplinary Records.** The College maintains one official copy of the student's academic record and one copy of his non-academic records. These records are confidential, and their contents are not revealed to others, with the exception of parents and guardians, without a written request from the student or a court order. Academic transcripts contain only academic data except that all withdrawals prior to graduation, voluntary or involuntary, are considered relevant and are recorded on the transcript. Upon the student's departure from the College only academic and official disciplinary records of legitimate courts are retained; all others are destroyed. The College will establish for each student a placement file in accordance with professional standards.

**Freedom of Expression and Assembly.** Members of the academic community and college organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Members of the academic community and all authorized college organizations should be allowed to invite and to hear any person of their own choosing, provided that the event and the speaker are properly scheduled by the Calendar Committee and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

**Media.** The College newspaper, other publications, and campus broadcast media are recognized as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. The quality of such output is expected to reflect the kind of intellectual production normally associated with an academic community: intellectual integrity, judicious perception of the pros and cons of any position, rational argument and careful scholarship. They shall have freedom of expression within the context of the following limitations:

a. Recognition on the part of authors, editors and commentators that freedom entails corollary responsibilities to be governed by the canons of responsible journalism, such as avoidance of libel, slander, impropriety, undocumented allegations, attacks on personal integrity, and the technique of harassment and innuendo.

b. The right of any person in the community who thinks that he or the College has been abused in any way mentioned to appeal to the proper authorities for redress; (1) if the author is a student, appeal to the Student Judiciary Board; (2) if the author is a professor, appeal to the Faculty Personnel Committee.

c. Recognition that if a person outside the College brings legal action against the College which results from statements made by a student in student media, the College may also bring charges against such a student to the Student Judiciary Board.

d. Each of the media will carry the statement that the opinions expressed by it are not necessarily those of the College.

**Personal Privacy and Safety.** Each person has a right to safety in his person and belongings, to privacy in his residence, to freedom from offensive, riotous, unruly or disruptive conduct on the part of others, and to the maintenance of an atmosphere conducive to study. Likewise, each person has the responsibility to

help provide and protect this right for the other members of the community; and each person has a responsibility to respect the property of the College. It is the responsibility of the College to provide a security system to protect persons and property and cooperate with the Security Officers in the interest of community well-being.

The College reserves the right to inspect residence halls periodically for the purpose of assuring fire prevention, sanitation, safety, and maintenance for the College plant. It also reserves the right to search a room for a specific purpose provided the following conditions are met: (a) that the reasons therefor and the objects or information sought have been clearly specified by or to the Dean of Students in writing, that this information is clearly specified in writing to all students involved, and kept on file; (b) that justifiable cause to conduct the search is found to exist by the Dean of Students; (c) that the student involved is present if possible during the search; (d) that the search is conducted by a member of the office of Student Life Services, and the dorm president or vice-president or the suite leader of the involved suite. Since protection against improper search is important to student rights and freedoms, the dorm president or vice-president must agree that it is not possible for the student involved to be present, as specified in term (c) above, before a search is made.

**Alcoholic Beverages.** St. Andrews strongly disapproves the misuse of alcoholic beverages prevalent in our society and affirms, consistent with the frequently reiterated position of the church, the appropriateness of voluntary abstinence as the norm. The College will not tolerate alcoholic consumption which produces loss of self-control, abuse of the person or rights of others, excessive disturbance, or destruction of property. Such conduct is subject to disciplinary action. Compliance with local and state laws concerning the purchase, possession, transportation, and consumption of alcoholic beverages is expected.

**Drugs.** All local, state, and federal laws will be observed regarding the use, possession, and sale of drugs.

**Firearms.** The possession and use of firearms in a campus community constitutes a serious hazard. Therefore, the possession and use of firearms must be considered a privilege rather than a right, and will be permitted only under the most explicit conditions, the violation of which warrants appropriate disciplinary action.

Firearms are to be maintained and stored in accordance with state and federal law, and college regulations.

**Financial Responsibility.** Members of the St. Andrews community are expected to demonstrate financial integrity and responsibility and to meet their financial commitments. The College will serve neither as a collection agency for debts incurred elsewhere nor as a shelter from creditors. However, the College has a responsibility to inform a student of his indebtedness to the College in advance of his departure, and the student must remove such indebtedness in order to be graduated or to receive transcripts from the College.

**Disciplinary Action.** Members of the College community have the right of due process in matters involving disciplinary action. Such procedures for the student shall conform to the Joint Statement on Rights and Freedoms of Students VI. (omitting B. 1) and V.B. and for the faculty shall conform to the 1940 Statement of Principles on Academic Freedom and Tenure.

**Code Implementation and Amendment.** The Faculty and the Inter-Dormitory Senate shall jointly assume responsibility to devise ways and means for this Code to become increasingly an expression of St. Andrews community life, to continue to review it for adequacy, and collectively to become the instrument by which future revisions are recommended to the Board of Trustees.

## **Joint Statement on Rights and Freedoms of Students**

In June, 1967, a joint committee, comprised of representatives from the American Association of University Professors, U. S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and National Association of Women Deans and Counselors, met in Washington, D. C., and drafted the Joint Statement on Rights and Freedoms of Students published below.

The multilateral approach which produced this document was also applied to the complicated matter of interpretation, implementation, and enforcement, with the drafting committee recommending (a) joint efforts to promote acceptance of the new standards on the institutional level, (b) the establishment of machinery to facilitate continuing joint interpretation, (c) joint consultation before setting up any machinery for mediating disputes or investigating complaints, and (d) joint approaches to regional accrediting agencies to seek embodiment of the new principles in standards of accreditation.

### **PREAMBLE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

### **I. FREEDOM OF ACCESS TO HIGHER EDUCATION**

The admission policies of each college and university are a matter of institutional choice provided that each college and university makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such a preference should be clearly and publicly stated. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

### **II. IN THE CLASSROOM**

The professor in the classroom and in conference should encourage free dis-

cussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

#### **A. Protection of Freedom of Expression**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

#### **B. Protection Against Improper Academic Evaluation**

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

#### **C. Protection Against Improper Disclosure**

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisers, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

### **III. STUDENT RECORDS**

Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records should be separate, and the conditions of access to each should be set forth in an explicit policy statement. Transcripts of academic records should contain only information about academic status. Information from disciplinary or counseling files should not be available to unauthorized persons on campus, or to any person off campus without the express consent of the student involved except under legal compulsion or in cases where the safety of persons or property is involved. No records should be kept which reflect the political activities or beliefs of students. Provisions should also be made for periodic routine destruction of noncurrent disciplinary records. Administrative staff and faculty members should respect confidential information about students which they acquire in the course of their work.

### **IV. STUDENT AFFAIRS**

In student affairs, certain standards must be maintained if the freedom of students is to be preserved.

#### **A. Freedom of Association**

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies, and actions of a student organization usually will be determined by vote of only those persons who hold bona fide membership in the college or university community.

2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.

3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or

withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.

5. Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

## **B. Freedom of Inquiry and Expression**

1. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They should always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routine procedures required by an institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

## **C. Student Participation in Institutional Government**

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit and the actions of the student government within the areas of jurisdiction should be reviewed only through orderly and prescribed procedures.

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Whenever possible the student newspaper should be an independent corporation financially and legally separate from the university. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

## **D. Student Publications**

Institutional authorities, in consultation with students and faculty, have a re-

sponsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

3. All university published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, university, or student body.

## **V. OFF-CAMPUS FREEDOM OF STUDENTS**

### **A. Exercise of Rights of Citizenship**

College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as if often promoted by their exercise of the rights of citizenship both on and off campus.

### **B. Institutional Authority and Civil Penalties**

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. The student who accidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

## **VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS**

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, educational institutions have a duty and the corollary disciplinary powers to protect their educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties.

The administration of discipline should guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They should also take into account the presence or absence of an honor code, and the degree to which the institutional officials have direct acquaintance with student life in general and with the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the student's right to appeal a decision, should be clearly formulated and communicated in advance. Minor penalties may be assessed informally under prescribed procedures.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards in such proceedings when there are no honor codes offering comparable guarantees.

#### **A. Standards of Conduct Expected of Students**

The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. These general behavioral expectations and the resultant specific regulations should represent a reasonable regulation of student conduct, but the student should be as free as possible from imposed limitations that have no direct relevance to his education. Offenses should be as clearly defined as possible and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

#### **B. Investigation of Student Conduct**

1. Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students should not be searched unless appropriate authorization has been obtained. For premises such as residence halls controlled by the institution, an appropriate and responsible authority should be designated to whom application should be made before a search is conducted. The application should specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search should be followed.

2. Students detected or arrested in the course of serious violations of institutional regulations, or infractions of ordinary law, should be informed of their rights. No form of harassment should be used by institutional representatives to coerce admissions of guilt or information about conduct of other suspected persons.

#### **C. Status of Student Pending Final Action**

Pending action on the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or university property.

#### **D. Hearing Committee Procedures**

When the misconduct may result in serious penalties and if the student questions the fairness of disciplinary action taken against him, he should be granted, on request, the privilege of a hearing before a regularly constituted hearing com-

mittee. The following suggested hearing committee procedures satisfy the requirements of procedural due process in situations requiring a high degree of formality.

1. The hearing committee should include faculty members or students, or, if regularly included or requested by the accused, both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case should sit in judgment during the proceeding.

2. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time, to insure opportunity to prepare for the hearing.

3. The student appearing before the hearing committee should have the right to be assisted in his defense by an adviser of his choice.

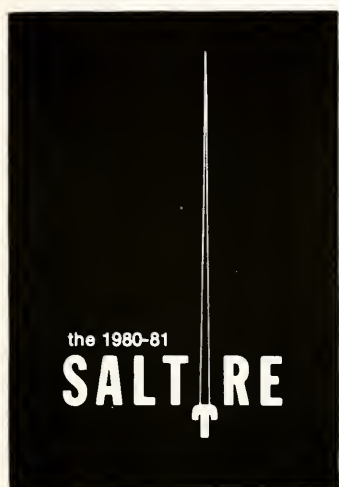
4. The burden of proof should rest upon the officials bringing the charge.

5. The student should be given an opportunity to testify and to present evidence and witnesses. He should have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.

6. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision should be based solely upon such matters. Improperly acquired evidence should not be admitted.

7. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

8. The decision of the hearing committee should be final, subject only to the student's right of appeal to the president or ultimately to the governing board of the institution.



# Facts of Life

## **GENERAL INFORMATION**

### **Who to See for What:**

#### **ANIMALS:**

Kennels: President of the Kennel Club

Stables: President of the Riding Club

#### **BICYCLES**

Registration: Security Office located in Pate Hall Conference Center

To report stolen: Security Office located in Pate Hall Conference Center

#### **CAREER COUNSELING**

Career and Personal Counseling Center — Ext. 210 or 276-3162

#### **CARS**

Registration: Security Office located in Pate Hall Conference Center

#### **CASH CHECKS (Must have Social Security Number and Student ID)**

Cashier's Office—Ext. 265 (check cashing hours from 10:00 a.m.-12:00 noon and 2:00-4:00 p.m.)

Business Office — Ext. 224

College Store — Ext. 308 (for amount of purchase only)

Snack Bar — LA Building (for amount of purchase only)

Red Lion — College Center (for amount of purchase only)

#### **CHARTERING A CLUB**

Student Life Office — College Center — Ext. 395

#### **RESIDENCE HALL DAMAGE**

Suite Leader

Residence Hall President or Vice-President

Resident Director or Assistant

Assistant Dean of Students, Jerry Surface — Ext. 395

#### **RESIDENCE HALL REGULATIONS**

Suite Leader

Residence Hall President or Vice-President

Residence Hall Council

Residence Hall Director

## FINANCIAL AID

Director of Financial Aid — Ext. 388

## GRADUATE SCHOOL INFORMATION

Career and Personal Counseling Center — Ext. 210 or 276-3162

Placement Office, Student Life Office — Ext. 395

## GUESTS ON CAMPUS

Resident Director or Assistant

Assistant Dean of Students — Ext. 395

## HEALTH SERVICES

College Health Center — Ext. 211

## HONOR CODE VIOLATIONS

Attorney General

## RESERVING ROOM

LA Building: Jim Stephens, Registrar, Ext. 221

Vardell Building: Jim Stephens, Registrar, Ext. 221

Avinger Auditorium: Jim Stephens, Registrar, Ext. 221

Belk College Center: Student Life Office, Ext. 395

Cafeteria: Director of Food Service, 276-4582

Gym: Floyd Blackwell, Director of Physical Education Facilities,  
Ext. 207

Farrago: Director of Farrago

Pate Hall Conference Center: Director, Ext. 262

## ROOM CHANGES

Residence Director

Assistant Dean of Students, Ext. 395

## SELL OR SOLICIT ON CAMPUS

Vice-President for Business Affairs, Ext. 223

Dean of Students, Ext. 395

## TRANSFERRING AND TRANSFER CREDITS

Registrar: Jim Stephens, Ext. 221

Director of Admissions: Dudley Crawford, Ext. 388

## TRANSPORTATION

Rehabilitation Office, Ext. 211

## WITHDRAWAL FROM COLLEGE

Dean of Students, Ext. 395

Faculty Advisor

Registrar, Ext. 221

Resident Director

## WITHDRAWAL FROM CLASS

Professor

Faculty Advisor

Registrar: Jim Stephens, Ext. 221

## WORKING ON-CAMPUS

Director of Food Service, 275-4582

Director of Financial Aid, Ext. 395

## WORKING OFF-CAMPUS

Vice-President for Business Affairs, Ext. 223

Director of Career Development and Placement Services, Ext. 395

## LIQUOR/BEER PERMITS

Resident Director or Assistant

Assistant Dean of Students — Ext. 395

(See Party Guidelines, page 52)

## LOST AND FOUND

Student Life Office — Ext. 395

## MEAL TICKETS

Business Office — Ext. 223

Director of Food Service — 276-4582

## OFF-CAMPUS HOUSING

Assistant Dean of Students — Ext. 395

## PARKING TICKETS

Business Office — Ext. 223

Chairman of Traffic Court

## PHYSICAL EDUCATION FACILITIES

Floyd Blackwell — Ext. 207

## PUBLICATIONS

CAIRN: Editor

DIALOGUE: President of CCC

Frank Covington, College Pastor — Ext. 395

LAMP & SHIELD: Editor — Ext. 300

LANCE: Editor — Ext. 317

## PUBLICITY

WSAP: Ext. 380

LANCE: Editor — Ext. 317

News Bureau — Ext. 374

## REFRIGERATORS

Treasurer of Student Association

## REGISTRAR'S OFFICE

Jim Stephens — Ext. 221

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*Notes . . . .*

## ST. ANDREWS CALENDAR — 1980-81 (Continued)

February	17	Tuesday, (5:00 p.m.), Last day to drop a course without a grade of "W"
March	10	Tuesday, (5:00 p.m.), Winter Term grades of "I" become "F" if not removed
March	19	Thursday, (5:00 p.m.), Mid-Term grades due
March	20	Friday, (5:20 p.m.), Spring Recess begins
March	30	Monday, (8:30 a.m.), Spring Recess ends
April	14	Tuesday, (8:30 a.m.), First day to change grading option for a course
April	22	Wednesday, Advanced registration for Fall Term 1981
April	28	Tuesday, (5:00 p.m.), Last day to change grading option for a course & last day to drop a course
May	12	Tuesday, (5:20 p.m.), Last class day of Spring Term
May	13,14,15,16,18	Wednesday, Thursday, Friday, Saturday, Monday, Spring Term final examinations
May	18	Monday, (5:00 p.m.), Spring Term ends
May	18	Monday, (5:00 p.m.), Residence Halls close for non-graduates
May	19	Tuesday, (12:00 Noon), Senior grades due
May	20	Wednesday, (12:00 Noon), All Spring Grades due
May	22	Friday, Commencement
May	22	Friday, Residence Halls close
<b>SUMMER TERM</b>		
June	15	Monday, (8:30 a.m.), First Summer Session begins
July	1	Wednesday, (5:30 p.m.), First Summer Session ends
July	6	Monday, (8:30 a.m.), Second Summer Session begins
August	7	Friday, (5:30 p.m.), Second Summer Session ends

